

## **WE ARE CURRENTLY LOOKING FOR SURFACE LAND ADMINISTRATORS**

Progress Land Services Ltd. is a Surface Land Consulting Company based in Edmonton, Alberta. Progress offers competitive compensation and employee benefits to its staff and is considered a leader in the Land Services industry since 1984. Progress Land Services is always looking for good people to come and join our success. If you are interested in a challenging career with a leader in the industry, we would be happy to hear from you.

### **Surface Land Administrator**

This position will involve working closely with our team of dedicated professionals including Land Managers, Land Agents and Land Administrators.

#### **Duties would include but are not limited to:**

- Preparation of Crown applications for disposition
- Requests for and acquisition of third party agreements and consents
- Prepare Surface Lease
- Easement and other related documentation
- Perform Land titles searches and registrations
- Corporate and Crown searches
- Commissioning of Affidavits
- Administer and maintain files both electronically and hard copy
- Maintain databases and other various clerical duties.

#### **Minimum Requirements:**

- Proficiency in Word, Excel, Access and Outlook
- Excellent communication skills, both written and verbal
- Organized and able to work with minimal supervision
- Positive attitude and self motivator
- Land Administration Certificate or similar alternative would be beneficial
- Valid Alberta Commissioners for Oaths appointment

We invite those who possess the above qualifications to submit a resume either by way of:

email to [mail@progressland.com](mailto:mail@progressland.com) -or-

mail to 12831-163rd Street NW, Edmonton, Alberta T5V 1M5

Attention: General Manager

Thank you for your interest. Only those applicants selected for interviews will be contacted.