



Powering a Thriving Future

Job Title: Surface Land Administrator

Are you interested in being part of a company that believes in the pursuit of excellence, conducting work in a safe and sustainable manner and being courageous and creative in everything we do? When you join TAQA North, you will be joining a company that believes in collaboration, supporting professional development and being active members in the communities where we operate. We strive to create a work environment that is productive and profitable as well as challenging and enjoyable. With field operations in Alberta, we deliver production of approximately 80,000 barrels of oil equivalent/day.

TAQA North currently has an opening for the position of Surface Land Administrator reporting to the Supervisor, Surface Land Administration in our downtown Calgary office. In this role, you will contribute to the efficient management of surface land activities by supporting regulatory compliance, stakeholder relationships, and accurate land record administration. You will play a key role in ensuring surface land processes are completed accurately, efficiently, and in alignment with Alberta regulatory requirements. This position offers the opportunity to collaborate with land professionals, field operations, accounting teams, partners, and landowners while supporting both capital development and ongoing asset management activities.

Key Responsibilities

- **Road Use & Third Party Consent Coordination**
 - Monitoring Road Use mailbox and maintaining Road Use Tracker
 - Processing Road Use consents within the expected timeline
 - Road Use file set up & data input
 - Monthly Road Use invoicing and Third Party disputes
 - Maintaining accurate records within the physical file and land databases
 - Communicating with field staff and internal departments
 - Supporting the issuance of Third Party Consents
- **Freehold Surface Record Maintenance**
 - Maintaining accurate records within the physical file and land databases
 - Ensuring Surface related payments, landowner changes and Land Title registrations are accurately processed in a timely manner
 - Communicating with landowners, field staff and internal departments
- **Surface Rentals**
 - Reconciliation, monthly Surface rental process and supporting JV Accounting with partner invoice disputes
- **LPRT Rental Demand Notices (dissolved Operator)**
 - Coordinating and processing incoming Demand Notices from Land & Property Rights Tribunal
 - Maintaining accurate records within the land databases

- Communicating with partners and internal departments
- **Surface support**
 - Supporting all members of the Surface Land Team as required

Qualifications:

- 3+ years of experience in surface land administration
- Land Administration Certificate, Land Diploma, or an equivalent combination of education and experience.
- Working knowledge of Alberta surface land regulations and industry practices.
- Strong organizational, time management, and prioritization skills with the ability to manage multiple competing priorities.
- Strong verbal and written communication skills.
- High level of accuracy and attention to detail.
- Must be legally eligible to work in Canada.
- Ability to provide three satisfactory professional references and complete a satisfactory criminal background check.

Benefits of Working at TAQA North:

- **Great Team Environment**
 - We do what is right for our environment, community and people
 - We believe in equal employment opportunities and strive for a diverse workplace
 - We celebrate and recognize our people
- **Top Tier Benefits Program**
 - TAQA North offers a comprehensive benefits program. In addition to extended health, dental and vision, we offer a group savings plan, healthcare spending account and wellness plan
 - We respect work/life balance and offer a robust vacation program including flex days
 - We believe in giving back to our communities and offer volunteer days and a charity matching program
- **Growth Potential**
 - TAQA North has field operations predominantly in Alberta that deliver production of approximately 80,000 barrels of oil equivalent/day.
- **Sustainability**
 - TAQA aims to be a low carbon power and water champion
 - TAQA North is committed to being a safe and environmentally responsible producer
 - TAQA North uses Acid Gas Injection (AGI) at the Crossfield plant to reduce greenhouse gas emissions

TAQA is an Abu Dhabi based company that provides water and energy to communities around the world with an oil and gas sector. When you join TAQA North, you will be joining a company that believes in collaboration, supporting professional development and being active members in the communities where we operate. We strive to create a work environment that is productive and profitable as well as stimulating and enjoyable.

We thank all applications, however only those selected for interviews will be contacted.

Closing Date: September 13, 2026

To apply please visit: www.taqa.com/careers