

Job Title: Junior Surface Land Administrator

Department: Land Administration

Reports To: Senior Surface Land Administrator

Location: Calgary DT Office

Employment Type: Full-Time

Position Summary:

We are seeking a detail-oriented and proactive Junior Surface Land Administrator to join our Land team. This role is responsible for maintaining accurate surface lease records, managing road use agreements, and supporting the monthly and quarterly land rental and road use invoicing processes. The ideal candidate will have strong organizational skills, a collaborative mindset, and a keen eye for data accuracy.

Key Responsibilities:

- Surface Lease Data Management: Update and maintain surface lease records in CS Land, ensuring data integrity and compliance with internal standards.
- Rental Processing: Execute the monthly surface land rental process, including data validation, payment tracking, and reporting.
- Road Use Agreement Maintenance: Maintain accurate records of road use agreements, including data entry, well status review/updates and amending addendums as required.
- Quarterly Invoicing: Run quarterly road use invoicing processes, ensuring timely and accurate billing and uploading into EnergyLink.
- Dispute Resolution: Investigate and resolve road use invoice disputes through EnergyLink, collaborating with internal teams and external stakeholders as needed.
- Administrative Support: Perform other duties as assigned, including assisting with surface/AER audits, reporting, and special projects.

Qualifications:

- Post-secondary education in Land Administration, Business Administration, or a related field.
- 1–2 years of experience in a land administration or data management role (preferred).
- Familiarity with CS Land and EnergyLink platforms is an asset.
- Experience with Abadata, SPIN, ETS, and OneStop considered a strong asset.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook).
- Strong attention to detail and organizational skills.
- Excellent communication and problem-solving abilities.

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