



Intermediate to Senior Surface Land Administrator / Surface Land Analyst – Full-Time, On-Site

Location: Sherwood Park, Alberta

Company: Hurland Services Ltd.

Hurland Services Ltd. is a well-established, mid-sized Surface Land brokerage based in Sherwood Park, Alberta. For over 44 years, we have proudly served Alberta's energy and utility sectors, building our reputation on professionalism, loyalty, and attention to detail.

We are currently seeking an Intermediate to Senior Surface Land Administrator / Surface Land Analyst to join our team. This role is ideal for someone with proven experience in Surface Land who thrives in a collaborative, fast-paced environment and takes pride in delivering accurate, high-quality work.

Key Responsibilities

- Provide administrative and analytical support for Surface Land projects across Alberta.
- Review, prepare, and process land agreements, correspondence, and regulatory documents.
- Support Land Agents and Project Managers with project tracking, reporting, and document management.
- Ensure compliance with regulatory requirements and client standards.
- Maintain accurate project files, records, and data integrity.
- Assist with the preparation of submissions to regulators, landowners, and stakeholders.

Qualifications

- 5+ years of experience as a Surface Land Administrator or Analyst.
- Strong understanding of Surface Land documentation, processes, and regulatory requirements.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
- Exceptional attention to detail, organization, and time management skills.
- Strong written and verbal communication abilities.
- Experience with Alberta's Indigenous Consultation process is considered a significant asset.
- Experience in Alberta's energy or utility sector is considered a strong asset.

What We Offer

- Full-time, on-site position in our Sherwood Park head office.
- Competitive compensation and benefits package.
- A supportive, team-oriented workplace where leadership is hands-on and approachable.
- The opportunity to contribute to a company focused exclusively on Surface Land services, with a reputation for quality and integrity.

Please send your resume and cover letter to:

allisonl@hurland.ca

HURLAND SERVICES LTD.

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