



Surface Land Administrators

What is a Surface Land Administrator? They are professionals that understand all regulatory and legislative requirements that pertain to surface land rights from preliminary planning through final reclamation. They work with stakeholders such as landowners, government agencies, First Nations, lawyers, and a variety of client project teams to support land acquisition, negotiations and administration for any project. Projects can include pipelines, drilling, right of way for well sites, powerlines, road easements, facilities, and other surface uses.

Aurora Land Consulting Ltd. has been a Leader in Surface Land Consultation and Land Management since 1997. As a reputable Broker, we work with a variety of clients and offer a comprehensive array of land acquisition and consulting services, with a focus on efficiency, accuracy and integrity. Aurora's team of Land Managers, Project Coordinators, Administrators and Land Agents allows us to support, manage and execute any scale of project.

We are looking to add an experienced and talented full-time Surface Land Administrator that will work from our Edmonton, AB office. If you have acute attention to detail, are highly organized, self-motivated and thrive in a multi-tasking consulting environment, we encourage you to consider joining our team!

You will:

- Prepare and process Surface Leases, Right of Way Agreements and related documentation.
- Prepare and process Public Land applications.
- Identify and manage third party agreements.
- Complete Directive 56 notifications.
- Prepare final packages and complete auditing to ensure compliance.
- Track and document consultations conducted by Land Agents.
- Perform SPIN, EDS, ISC, ILRS searches and registrations as required.
- Generate and maintain electronic and hard copy land files.
- Update Land Management database and maintain accurate project reports.
- Support Land Managers, Project Coordinators, Administrators and Land Agents as needed.

We are looking for candidates with:

- 2+ years of Surface Land Administration work experience in Alberta and Saskatchewan.
- Land Administration Certificate preferred but will consider candidates with working knowledge of surface land practices, procedures and documentation.
- Valid Commissioners for Oaths in Alberta and Saskatchewan.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook etc.).
- Familiarity with AER OneStop and AEP EDS systems.
- Excellent communication and interpersonal skills.
- Positive attitude and excels in a team-oriented setting.
- Familiarity with project tracking databases in a billable time environment is preferred.

We offer:

- Monday-Friday, 7:30am-4pm (1 hour lunch) with opportunities for overtime when required.
- Competitive salary based with generous time-off schedules.
- Comprehensive benefits package and RRSP matching program.
- Comfortable office environment along with support for professional growth and training.

Qualified applicants may submit their cover letter and resume in confidence to: **hiring@auroraland.ca**. We thank you for your interest, however, only those applicants selected for an interview will be contacted.