

Edwards Land is proud to announce that we have an opening in our **Lethbridge Office** for a **Land Analyst**. This is a full-time, permanent position.

Training is provided

Company Overview:

Edwards Land has been a leading facilitator of land acquisition and management services throughout Western Canada for the past three decades. Our clients range from the largest petroleum companies to rural municipal governments. We offer a competitive salary, benefits package and a fresh, contemporary corporate culture to individuals looking to continue and enhance their career in Alberta's energy industry.

Related post-secondary education with some experience in a land brokerage environment and experience with Land Administration on utilities and/or power line projects would be an asset. Skills vital to this position are strong attention to detail, the ability to learn quickly and retain information, the ability to work in a team environment, and the ability to balance high priority projects. Effective communication skills and digital literacy are both strong skills needed to be a successful land analyst.

Job Qualifications:

- . Postsecondary Education preferably in a related area.
- . Proficient in all Microsoft applications.
- . Experience with iLand/Pandell would be an asset.
- . Excellent written and verbal communication skills.
- . Ability to work well in a team setting.
- . Accountability for a high degree of accuracy – detail orientated.
- . Ability to meet shifting priorities - deadline oriented.
- . Experience/background in Land or Agriculture would be preferred.

Key Duties/Responsibilities:

- . Analyze plans of survey to determine third party or interested party involvement as per the AER compliance regulations.
- . Analyze and Conduct Searches on various websites (Corporate, Freehold, Crown & Conservation).
- . Prepare and forward stakeholder notifications and consents.
- . Assist in setting up new jobs, if required.
- . Process third party consents.
- . Make inquiries about the status of consents with third parties.
- . Prepare surface leases, right of way agreements, and other associated documentation accurately and efficiently.
- . Prepare client packages; Submit final packages to the applicable Administration Team Lead or Senior Project Coordinator for audit purposes.
- . Update line lists, consultation matrixes, or other tracking devices as required.
- . Administer Caveat Registration.
- . As a Project Administrator, an in-depth knowledge of the exact status of all files of which have been assigned to you is a necessity.
- . Provide file/job status to the Administration Team Lead or Senior Project Coordinator, as requested.
- . Other duties as assigned by management.

Please submit a resume and cover letter via email to communications@edwardsland.ca.

No phone calls please. If Edwards Land feels an applicant could be a good fit, the applicant will be contacted for an interview shortly after receipt of a resume and cover letter. Thank you to all applicants for your interest.