



Edwards Land is pleased to announce that we have an opening in our **Edmonton Office** for a staff **Surface Land Agent**. The ideal candidate will have 1-3 years of direct experience working as a Land Agent and a related post-secondary diploma or degree. Knowledge of and/or exposure to agricultural practices in Western Canada would be an asset. This is a full-time, permanent position.

Joining our Land Acquisition Department and reporting to a Senior Project Coordinator, the Land Agent will be entrusted with the **following responsibilities**:

- Obtain consent to survey from landowners, occupants, and/or affected parties.
- Audit field packages to ensure accuracy of information, prior to meeting with landowner or occupant.
- Acquire and execute surface lease agreements, right of way documents, damage settlements, annual compensation reviews or any other surface land agreement that is assigned to you.
- Conduct public consultations.
- Work closely with the Senior Project Coordinator to ensure that work is handled in terms of client priorities.
- Complete and hand in to the Senior Project Coordinator or Administration Team Lead, any and all paperwork and reports with regards to surface land agreements within 48 hours of acquisition.
- Update the Senior Project Coordinator and Team Lead, with regards to acquisition within 24 hours of acquisition, for tracking purposes.
- As the public face of Edwards Land (and our clients), represent the organization and yourself with the utmost dignity and professionalism, adhering to ethical conduct standards outlined in the Land Agent Licensing Act.

#### **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 wage and

benefits package and provide a fresh, contemporary corporate culture to individuals looking to continue their career in the energy industry.

The successful applicant will hold an Alberta Commissioner of Oaths appointment and have advanced oral and written communication skills. Skills and traits vital to this position are extreme attention to detail, the ability to learn quickly and retain information, maturity, and the ability to balance high priority projects. A valid Alberta driver's license is required. An Interim Land Agent License or Land Agent License is also required. Working knowledge of Microsoft Office and associated programs would be an asset.

Please submit a resume and cover letter via email to [communications@edwardsland.ca](mailto:communications@edwardsland.ca)

No phone calls please. If Edwards Land feels an applicant could be a good fit, the applicant will be selected for an interview and contacted shortly after receipt of resume and cover letter. This posting will remain open until the suitable candidate is found.

Thank you to all applicants for your interest.

