

## **Land Administrator**

HMA Land Services Ltd. is a trusted, professional Land Management and Consulting company with a solid reputation for routinely surpassing client expectations. Our attention to detail and leadership is evident by our record management process, commitment to safety and by the positive industry association recognition we have gained. Due to our expanding business needs, we are seeking Land Administrators to work in our Calgary office.

### **Duties and Responsibilities**

Initially, some of the specific duties will involve the following:

- Ensuring that all land data including cross-referencing and project related work is established, maintained and accessible
- Working with Land Manager or Coordinator to ensure consistent standards for land data through the development and implementation of clear standards and documentation processes
- Reviewing audit packages, ensuring adherence to D56
- Performing file setup and maintenance
- Searching titles including fee simple, crown, coal, conservation, corporate and historical
- Preparing all required acquisition documents
- Preparing Line Lists and various reports for the project
- Performing data entry and Database management
- Analyzing and reviewing survey plans
- Requesting and reviewing third party agreements
- Interacting directly with clients regarding clarification or timing issues
- Updating project information in the database and assisting the project coordinator with any Project Status Reports
- Attending weekly staff and any relevant project meetings
- Assisting in the training of junior staff and temporary help
- Proficiently handling of one or multiple project files, from set-up to completion
- Chair meetings involving junior/intermediate staff
- Maintaining current knowledge of industry practices and regulations

### **Requirements**

The ideal candidate will have the following:

- Grade 12 High School or Equivalent
- Proficient knowledge of MS Office, including Access
- Land Administration Certificate is not required, but is considered an asset
- 3-5 years in a surface land administrator role
- In-depth knowledge and understanding of surface land administration
- Proven ability, initiative and resourcefulness to be able to tackle and resolve issues or problems that may arise

- Proficient at verifying information and sources
- Excellent organization ability and attention to detail
- Ability to analyze and interpret different forms of data, such as survey plans, agreements, title search
- Excellent communication skills, both in writing and verbally
- Demonstrated initiative and willingness to take on new challenges
- Self-motivated, with a keen desire to learn
- Ability to multi-task in a busy environment
- Good self-starter and can work independently.

**To be considered for this position, email your resume and cover letter to  
Kelly Fraser, Human Resources Advisor, at:  
[hr@hmaland.com](mailto:hr@hmaland.com)**