



## **Land Administrators – Fort Saskatchewan and Calgary**

HMA Land Services Ltd. is a Western Canadian-based company that provides a full range of land and operational services to the energy sector. Due to our expanding business needs, we are seeking Land Administrators to work in our Fort Saskatchewan and Calgary offices.

The Land Administrator is a key member in HMA's business model. Land Administrators complete and administer documents and approvals as required in the energy industry.

The Land Administrator will handle complex aspects of land administration. They are considered an expert in their field, and they share their expertise with others. They are recognized as role-models and mentors and carry out project work with minimal supervision.

### **Duties and Responsibilities**

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

- Performing complex land administration procedures and using judgment and reasoning to solve problems and make proactive decisions
- Assisting in the training of junior staff and temporary help
- Researching for information to understand the underlying needs of the landowner or client
- Working with Project Manager (PM) or Land Administration Coordinator to ensure consistent standards for land data by developing and implementing clear standards and documentation processes
- Ensuring that all land data including cross-referencing and project related work is established, maintained and accessible
- Reviewing audit packages, ensuring regulatory compliance
- Maintaining current knowledge of industry practices and regulations
- Applying creative problem solving techniques to emerging issues and marshaling the resources required to implement actions
- Completing project specific activities as well as effectively coordinating the work of the land administration staff in a busy environment
- Assisting and managing projects with minimal supervision under the direction of PMs
- Prioritizing and meeting deadlines as established for the Land Administration group
- Determining equitable workloads and directing staff in meeting departmental needs
- Anticipating changing work demands, arising issues, new trends
- Understanding the scope of the project and project contract and alerting PM/client if budget is exceeded
- Mentoring and training of junior and intermediate staff

### **Requirements**

The ideal candidate will have the following:

- A post-secondary education in a recognized Land Administrator program or equivalent experience
- Five (5) or more years experience working as a Land Administrator in a Broker firm or seven (7) or more years experience working as a Land Administrator at an Oil and Gas company
- Sound knowledge of Land Administrator activities and industry, combined with strong interpersonal, communication, attention to detail, and organizational skills
- Proficiency in all aspects of surface land administration
- Mastery of advanced and challenging administration tasks



- Well-rounded land administration skills
- Resourcefulness in resolving complex issues and problems through collaborating with other staff members
- Ability to complete complex tasks from start to finish and understand logic in processes with respect to Land Administration.
- Good comfort level with interactions with clients.
- In-depth knowledge and mastery of land administration
- Ability to effectively analyze and interpret different forms of data such as survey plans, agreements, title search, etc.
- High level of ability, initiative and resourcefulness to be able to resolve issues or problems that may arise in a variety of forms for any project
- Mastery of various land administration documents and their purposes
- Good knowledge of industry, regulations and various Acts and agreements and how they impact the community, clients and landowners
- Working knowledge of industry, regulations and various Acts and agreements and how they impact the community, clients and landowners

**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)**