

Position: **Intermediate/Senior Land Administrator**

Prospect Land + Environmental is a growing company with full service offices in Calgary, Alberta and Fort St. John, BC. We specialize in providing land, regulatory, & environmental services to the Oil and Gas Industry. We offer competitive wages (based on experience), excellent benefits packages and RRSP matching. We encourage professional and personal growth within the company.

We are currently seeking a Intermediate/Senior Land Admin to work in our Fort St. John Office. Please note this is not a remote position.

Job Description:

- Work closely with fellow Land Administrators, Project Managers, Land Agents and Clients to complete assigned projects within tight deadlines
- Assist Senior Administrative Staff with land projects including wellsite, pipelines etc.
- Preparation and auditing of deliverables such as Consultation & Notification Letters and associated linelists
- Preparation and submission of regulatory applications
- Preparation and auditing of required documentation for land acquisitions, private and crown land
- Preparing required documents for acquisitions of required stakeholder agreements for both Crown and Private Land
- Third party requests and agreements
- Data entry for Land based systems and general administrative office duties

Preferred Qualifications:

- Two years Oil and Gas experience in an administrative role
- Proficient computer knowledge in Microsoft Excel, Word and Outlook
- Excellent oral and written communication skills
- Ability to handle multiple tasks, work under pressure and adhere to deadlines
- Experience in oil and gas, forestry, or government administration
- Experienced applicants or applicants with related education will be favored for this position

Please submit resume to Amanda Chambers at achambers@prospectland.ca.

We would like to thank all applicants for their interest however only those selected for an interview will be contacted.

