

Land Administrator

Overview:

Pioneer Professional Services Group Ltd. is a Western Canadian professional consulting firm with 33 years of experience in delivering project management, surface & mineral land acquisition, public consultation, and administration services. Pioneer's experienced and diverse group of professionals also offers a full range of complimentary environmental and safety services including emergency response planning, environmental assessments, EFR's, full reclamation and remediation.

Pioneer is currently looking for a **Land Administrator** to join our team in the Lloydminster Office.

This position is to organize and maintain land acquisition and related land records. Land Administrator coordinates and acts as a liaison between corporate, inter-office, and government departments. This position works in a fast paced environment dealing with surface and mineral land holdings, administration, and government procedures within an office environment.

Responsibilities & Duties:

- Administer and maintain mineral and surface files, crown and freehold
- Prepare general reports and project specific updates to clients
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
- Photocopy and collate documents for distribution, mailing and filing
- Compile data, statistics and other information
- Prepare and format page presentation
- Type and proofread correspondence, forms and other documents

Qualifications:

- Minimum 1-2 years experience in a Land Administration
- Agricultural knowledge would be considered an asset
- Strong computer skills- MSO are essential; knowledge in Deltek Vision, iLand and AbaData would be an asset
- Strong communication, both in written and verbal
- Strong organization skills and possess a strong attention to detail
- Ability to work independently
- Ability to work in a competitive fast paced environment
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Location:

The ideal candidate would be based out of the Lloydminster, Alberta office.

Compensation:

Pioneer offers a competitive compensation package including benefits

Interested candidates are invited to forward a resume, in confidence to: hr@pioneer-group.ca

We would like to thank all applicants for their interest in this position however only those selected for interviews will be contacted