



Evolve Surface Strategies Inc. is a unique surface land strategy team that focuses on mitigating surface impacts while supporting responsible energy development.

Evolve possesses a diverse team that creates a vibrant and energetic atmosphere to work in. We have a desire for people to join our team that possess strong social awareness and respect the perspectives of others, while maintaining a continuous focus on our team goals. The Evolve leadership team believes in team members' professional development and striving to create industry precedents in surface land.

As a result of our recent growth, Evolve offers exciting challenges for qualified individuals who wish to work in an energetic environment.

Profession: Full-Time Surface Land Administrator

What we look for...

Our team is seeking a surface land administrator that has demonstrated success in generating professional surface land documentation, while focusing attention to detail where accuracy is critical. This person will be responsible for providing a variety of professional administrative work related to the functions of our surface team including third party applications, keeping up with regulatory requirements, maintaining and updating processes, and auditing files. They must have the ability to work on multiple projects simultaneously and effectively manage deadlines. They will actively participate in Evolve's process of developing and improving the role of surface land.

What we require...

- Minimum of 2-5 years surface land experience
- Commissioner for Oaths
- Post secondary education preferred
- Demonstrated proficiency in MS Office applications including Power Point, Word, Excel and Outlook
- Preferred active member of IRWA or CAPLA member

Please Note: This position will be based out of Evolve's office in Airdrie, AB

Please email your resume and cover letter quoting reference SA0810 to human.resources@evolveinc.ca.

