

**Scott Land & Lease has immediate openings for
Compliance Mineral Administrators**

This role is responsible for:

- Review of mineral leases to ensure compliance on all levels
- Communicating with key stakeholders such as clients, landowners

The Candidate:

- The following characteristics are required for success in this role:
- Top-notch accuracy and attention to detail
- Excellent customer service, communication and interpersonal skills
- High levels of organizational and strong analytical skills
- Effective and efficient problem solving skills

Qualifications and Experience:

- A minimum of five years land administration experience
- Strong understanding of caveat removal and chain of title
- Clear understanding of offsets, terminations, and reversions
- Experience with fee title holdings
- Well versed in well abandonment procedures
- Understanding of contracts and agreements is an asset
- Familiarity with online land titles systems, land databases, Accumap and Enerlink specifically
- Proficiency in Microsoft Word, Excel and Outlook

The role offers:

- Competitive compensation and benefits
- Flexibility

Please submit your resume to careers@scotland.ca

Thank you for your application. Only candidates who are selected for an interview will be contacted.