

## **SURFACE LAND MANAGER**

### **The Position:**

Scott Land & Lease has an immediate opening for a Surface Land Manager in Calgary, Alberta.

This position will provide guidance, direction, and mentorship to Land Agents as well as working closely with the Surface Land Administration team in a fast-paced, multi-faceted, dynamic environment. The Surface Manager will also be directly involved in acquisitions for projects of high complexity, will ensure internal and external reporting is completed as requested within timelines set by our clients. In addition, the Surface Manager will also be asked to foster existing business relationships, and continue to grow the business portfolio within the existing base by assisting the marketing team with client meetings, and by leveraging their own existing relationships in the industry.

This role is responsible for:

- Business Development and marketing assistance to a strong, experienced marketing team
- Supervision and management of our Surface Land Department
- Communicating with key stakeholders such as clients, landowners, regulatory officials, government agencies, and project managers
- Effective and efficient completion of all assigned land acquisition projects, ensuring deliverables are achieved while maintaining high level client and employee relations.

### **The Candidate:**

The following characteristics are required for success in this role:

- Able to work both independently and collaboratively in a fast-paced environment
- Highly developed communication, negotiation, conflict resolution and interpersonal skills
- Excellent personal organization and discipline with proven time management skills
- Effective and efficient problem solving skills
- Strong working knowledge of regulatory issues in Alberta
- Knowledge of regulatory issues in Saskatchewan and/or British Columbia
- Strong reporting and project management skills
- Excellent organizational skills with a focus on accuracy; self-directed with sensitivity to timelines and issue resolution and the ability to maintain confidentiality

Qualifications and Experience:

- Extensive knowledge of surface land procedures and relevant land legislation and regulations for Alberta specifically
- Ability to review, interpret, and understand agreements
- Graduation from an accredited Land program or a relevant University degree, or equivalent would all be considered assets.

- Permanent Land Agent License
- Previous supervisory experience
- Qualifications include: minimum of 10 years experience in land acquisition and/or project coordination
- Valid driver's license as occasional field travel may be required
- A proficiency in Microsoft Office 2007 including Excel, Word, and Outlook.
- Experience in a billable time environment is preferred.

**The Opportunity:**

Be part of our dynamic, talented team. The role offers:

- Competitive compensation and benefits
- Flexibility

Please submit your resume to [careers@scotland.ca](mailto:careers@scotland.ca)

*Thank you for your application. Only candidates who are selected for an interview will be contacted No phone calls please*