

PART-TIME CAREER OPPORTUNITY

Senior Land Professionals BC - (Administrators and Agents)

HMA Land Services Ltd. is a trusted, professional Land Management and Consulting company with a solid reputation for routinely surpassing client expectations. HMA Land Services Ltd. is a Western Canadian-based company that provides a full range of land and operational services to the energy sector.

Due to the expanding nature of our business, we are seeking Senior Land Professionals to work in various locations in British Columbia such as Kelowna, Penticton, Terrace, Prince George, Vancouver and Fort St. John. The Land Professional will act as a trusted advisor to clients and landowners, building and enhancing relationships with clients and landowners. The position will also handle the administration of Crown Applications. They will be responsible for developing and maintaining professional relationships with clients, landowners and industry contacts through regular interaction and communication.

These positions will be part-time and the successful candidates will work on an “as needed” basis approximately 2-3 days per week. Please note that applicants must have experience with BC Crown Applications to be considered.

Duties and Responsibilities

Initially, some of the specific duties will involve the following:

- Independently handling Crown Applications, acquisitions and public consultations.
- Drafting agreements and/or clauses for review and approval as required. Negotiating revisions to land related documents with landowners, businesses or their agents.
- Reviewing and checking acquisitions files, conduct site inspections and meet with landowners to acquire consent and execution of agreements.
- Formulating creative solutions for landowner problems, concerns and issues.
- Acting as a liaison between clients and landowners; interpreting and communicating issues and concerns.
- Sharing appropriate and accurate information with Project Manager to be reported to the client; reporting appropriate issues to the appropriate parties in a timely manner.
- Strictly adhering to common safety procedures.
- Strictly adhering to all HMA Policies and Procedures.
- Staying current on relevant Local Affairs/news.

Requirements

- Post-secondary education in a relevant area.
- Strong consideration will be given to applicants with SRWA designation (or working towards).
- Must have experience with BC Crown Applications.
- Strong understanding of the Land Industry and proficient in all aspects of surface land acquisition.
- Strong knowledge of the Oil and Gas Commission (OGC), National Energy Board (NEB), Energy Resources Conservation Board (ERCB) and Land Rights in the British Columbia region.



- Familiarity and working knowledge with ILRR (Integrated Land Resource Registry).
- Demonstrates a knowledge of legislation, regulations, Acts and agreements; how they are applied and how they affect the community.
- Knowledge or experience with real estate appraisal services is considered an asset.
- Demonstrates high energy and a positive attitude as well as an eagerness to accept challenging assignments.
- Excellent documentation and note keeping ability.
- Ability to work well independently.
- Displays good decision making skills, judgment, and reasonable risk taking skills.
- Excellent communication skills, both written and verbal.
- Excellent work ethic; demonstrated ability to be dependable and trustworthy, and practices personal and professional integrity at all times.

**To be considered for this position, email your resume and cover letter to
Kelly Fraser, Human Resources Advisor, at
hr@hmland.com**