



Evolve Surface Strategies Inc. (Evolve) is a multi-disciplined Land Acquisition firm, offering a full complement of acquisition services and effective community engagement strategies. We are an active and growing firm currently servicing various industries across Western Canada including; oil and gas, utilities, transportation, telecommunication & general land access.

Evolve is made up of 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. As a result of our recent growth, Evolve offers exciting challenges for qualified individuals who wish to work as part of a diverse and energetic team. 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 has a new opportunity based out of our regional office in Grande Prairie, Alberta.

Profession: Entry Level Junior Administrator – Grande Prairie, Alberta

What we are seeking...

Our team is seeking an entry level administrator to provide day to day support with administrative workflow by aiding the right of way administrative team members who are accountable for direct client care matters. Duties for this individual will include tasks such as; file setup, title searches, document generation, third party preparation, line list preparation and other general administrative support. The successful candidate must have the ability to adapt to a variety of workflow pressures, receive instruction from multiple leaders and effectively manage deadlines. Attention to detail for accuracy document purposes is critical. The successful candidates will join our 'centralized' administrative team and support all six divisions/industries that Evolve services.

What we look for...

- A strong desire to grow a career in the right of way profession
- Proficiency with technology
- Applicable office experience and transferrable skills considered an asset
- Post-secondary education preferred but not required
- Demonstrated proficiency in MS Office applications including Power Point, Word, Excel and Outlook

Application deadline: Friday, April 20th, 2018

Please email your resume and cover letter quoting reference (JA0418GP) to human.resources@evolveinc.ca.

