



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.

**Profession: Surface Land / Right-of-Way Administrator – Grand Prairie, Alberta**

**What we look for...**

Our team is seeking a surface land administrator that has demonstrated success in generating professional surface land and right of way 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 land 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 prefer...**

- 2-5 years' surface land experience
- Experience outside of the Oil & Gas Industry considered an asset
- Post - secondary education preferred
- Demonstrated proficiency in MS Office applications including Power Point, Word, Excel and Outlook
- Experience in various land and right of way database's preferred
- Preferred active member of IRWA or CAPLA member

**Application deadline: Friday April 20<sup>th</sup>, 2018**

Please email your resume and cover letter quoting reference **(SA0418GP)** to [human.resources@evolveinc.ca](mailto:human.resources@evolveinc.ca).

