



## **SENIOR LAND ANALYST/ PROJECT MANAGER**

Synergy Land Services Ltd. (Synergy) is pleased to offer an opportunity to join our busy team as a senior land analyst/project manager, in our Calgary office.

### **About Synergy**

Synergy is dedicated to providing high-quality land and right-of-way services for projects ranging from large-scale pipeline, power transmission, transportation/infrastructure, telecommunications, upstream oil and gas, renewables, and mineral acquisition.

Applicants must be qualified as follows:

#### **Job Responsibilities**

##### **Senior Land Analyst**

- coaching and mentoring land analyst team members
- performing land title searches and registrations
- performing corporate title searches
- preparing requests for third-party agreements and consents
- preparing surface legal documents and other related documentation
- commissioning affidavits
- preparing Crown applications for disposition
- identifying interested parties according to provincial regulations
- performing self-audit of work output

##### **Project Manager**

- developing and implementing project plan(s)
- leading a project team and coordinating project plan(s)
- attending client meetings and assisting with determination of project requirements
- managing project deliverables in line with project plan(s)
- monitoring project progress and performance and providing updates to clients and division manager
- recording and managing project issues and escalating where necessary
- submitting final packages to clients
- reviewing project invoices
- assisting the division manager with preparing RFP's and project proposals
- preparation of project organization and communication charts

##### **Inclusive to both Roles**

- strictly adhering to all Synergy policies and procedures
- participating in and strictly adhering to Synergy HSE policies and procedures



**SYNERGY  
LAND**

INDUSTRY ENGAGED

- staying current on relevant local affairs/news
- performing other duties as required

#### **Qualifications**

- 10+ years' industry-related experience
- post-secondary education and/or diploma from accredited land program
- previous project management experience
- valid Commissioner for Oaths
- high level of integrity working with confidential documents and information
- in-depth knowledge and understanding of Canadian/provincial regulatory processes and of land systems
- self-motivated
- ability to thrive in a fast-paced, challenging work environment
- exceptional written and verbal communication
- acute attention to detail
- high proficiency in MS Office
- committed team player with the ability to work independently
- willingness to be flexible and adaptable to changing priorities
- superior problem solving skills
- exceptional multi-tasking, organizational skills and interpersonal skills
- credibility as a respected and approachable leader
- ability to foster an environment of learning, growth and team work
- adherence to the highest ethical and professional standards

**If you are looking for an opportunity to refine your professional skills and grow your career in the land industry, Synergy is the place for you.**

Synergy is an equal opportunity employer. Only qualified candidates will be considered.

Submit resumes to the attention of Human Resources via email: [resumes@synergyland.ca](mailto:resumes@synergyland.ca).

**Please refer to Job Posting code MAY2023SRLANPM-CAL. Posting closes June 12, 2023.**

Please view our website, [www.synergyland.ca](http://www.synergyland.ca), for additional information in regards to services we provide.