



## Contract Administrator

**Job Description** We are looking to add a **Contract Administrator** to our growing team! This is an exciting opportunity for someone to interface with a wide variety of property owners and agreement types across Canada and work and learn within a team environment. This is a full-time, permanent role.

Our ideal Contract Administrator is someone with outstanding interpersonal skills, is self-motivated to build lasting relationships and is driven to achieve success. This role would be a hybrid environment where the Candidate would work 3 days a week in the office and 2 days a week remote.

### Responsibilities:

- Prepare Statutory Right of Way and License Agreements, Agreement amendments and other Agreement types to facilitate different commercial projects.
- Modify legal agreements based on instruction and precedent.
- Process legal document and caveat registrations.
- Pull and review titles mostly in British Columbia, Alberta, Saskatchewan and Ontario.
- Maintain all documents related to leases, monthly obligations, lease rentals, renewals, assignments, transfers and associated stakeholder commitments.
- Apply processes to obtain pertinent project information from Project Managers.

### Desired Qualifications & Experience:

- minimum 5+ years of experience in a real estate, land, legal office, or similar environment.
- Exceptional aptitude in land systems such as AbaData, SPIN, ETS systems, LTSA and other GIS systems.
- Technological proficiency and flexibility regarding computer software, which may include Microsoft, Google, Adobe products.
- Solid understanding and strong knowledge of land documents, applicable legislation and regulations, and the ability to apply such knowledge for the provinces of British Columbia, Alberta, Saskatchewan, and Ontario.
- Diploma, Degree or other certification is an asset but not required.
- Excellent computer skills, organizational skills and exceptional attention to detail and accuracy.
- Displays extraordinary customer service in a professional, mature and courteous manner.
- Strong written and verbal communication and interpersonal skills are paramount.
- Detail-oriented with strong research skills; can accurately follow set processes with each task.
- Must be organized and be able to multi-task with ease.
- A team player with a strong sense of responsibility and self-motivation.

### About Cypress Land Services:

Cypress Land Services has been providing real estate and land consulting services to the utilities sector since 2013. Providing acquisitions, land use, project management, property management and consulting services for various utilities across Canada, we take pride in utilizing our real estate and land



expertise and industry experience to continually exceed client needs and expectations. To learn more about us visit [www.cypresslandservices.com](http://www.cypresslandservices.com)