

Landman Job Description

Summary: Tamra Mining Company, LLC is looking for a Landman to work in their Milford, Utah Office. Tamra is a new mine with 85 employees with over 60k acres of accessible property.

Responsibilities:

- Researches and documents leases, claims, rights-of-way, joint ventures and other types of mining property and land agreements;
- Prepares lease agreements, records rental receipts and performs other activities necessary to efficiently manage Company properties;
- Supports in-house title in gathering, organizing and analyzing title documents and performing internal title updates;
- Provides administrative support and record keeping
- Provides assistance to the drilling and operations land staff
- Prepares and facilitates the execution of specialized lease documents;
- Participates as a team member of the mine operations team
- Coordinates work assignments for contract personnel for lease acquisitions
- This position requires an individual who is experienced in the exploration and production business and well versed in all types of transactions, including royalty claims, leased property, staking, over-staking, joint ventures, acquisitions, dispositions, swaps, etc.
- Performs lease checks
- Updates reporting to management on a weekly basis
- Conducts title curative as needed

Required Skills

- Working knowledge of mining property lease claims and property deeds
- Working knowledge of deed plotter programs and chain of title programs
- Ability to effectively handle multiple tasks at one time

Required Experience

- Associate's degree in land management, paralegal studies or related field or at least 5-10 years of related land experience which demonstrates knowledge of title curative, right-of-ways, mining lease documents, joint ventures and courthouse research.
- Experience filing land claims
- Experience dealing with government regulatory agencies (BLM)
- Working knowledge of GIS, mapping and drafting
- Experience with negotiations with land owner and royalty claimants
- The ability to protect land claims, execute and update rights