

Hancock Forest Management, Inc.
Roles and Responsibilities

Land Records Administrators, Resource Support Team - Northwest

Locations: Vancouver, Washington

Hancock Forest Management (HFM) and Hancock Timber Resource Group (HTRG) are divisions of Hancock Natural Resource Group, founded in 1985 and based in Boston, Massachusetts, USA. We develop and manage globally diversified timberland portfolios for public and corporate pension plans, high net-worth individuals, and foundations and endowments. As of June 30, 2014, assets under management totaled \$12.1 billion. These assets are located in the United States, Canada, Australia, New Zealand, and Brazil.

General Directive:

Provide assistance and support to Hancock Forest Management in the development and maintenance of long-term client property land records, including deeds, titles, leases, encumbrances, access rights, carbon reporting, market analysis, etc. This applies to land records data for Hancock Forest Management – Northwest Division (HFM-NW) and Hancock Forest Management – North Inland Division (HFM-NI).

Coordinate with local HFM managers on negotiations for leases, permits, licenses and agreements that can substantially influence on-the-ground management of client properties and either enhance or diminish property values. Also insure that “fair market” value is obtained for agreements on client properties.

Conduct detailed record searches, verify legal descriptions, research ownership history, supply records needed to pay property taxes, etc. as required. Assist local foresters by verifying existing access or negotiating suitable access rights to all client properties. Communicate with local foresters on encumbrances and rights that may affect forest management activities. Assist with disposition efforts by providing land records data necessary to meet client needs. These tasks are to be performed in a team environment involving the appropriate Hancock Forest Management (HFM), Hancock Natural Resource Group (HNRG), and Hancock Timber Resource Group (HTRG) personnel.

Scope:

- Ability to develop and maintain strong relationships with HFM-NW and HFM-NI personnel, other appropriate HFM, HTRG, and HNRG personnel
- Knowledge in areas of real property legal descriptions, leases, easements, permits, licenses and agreements
- Negotiation skills useful in obtaining permits and easements, as well as in obtaining fair market values for use of client properties
- Intricate member of the Resource Support Team – Northwest (RST-NW)
- Close working relationships with HFM forest managers
- Report to – Senior Operations Analyst

Specific Duties:

- Coordinate the development and implementation of all client property encumbrances over 2 years in length
- Assist in reviewing and resolving all property tax issues
- Assist in annual carbon reporting
- Assist in quarter log market reports
- Assist in the maintenance of land records systems used at operation offices
- Support HTRG’s conformance with SFI and FSC certification requirements and support management systems that enable the advancement of HTRG’s forest stewardship commitment
- Provide support for HTRG’s disposition program.
- Provide support for HTRG’s acquisition efforts
- Special projects as requested or needed

Requirements:

- A degree in land records management, paralegal, forestry or similar field and/or experience in land records management
- Three years of relevant experience
- Experience with MS Office Products
- Experience in land records related documents
- Experience with mapping software products, especially ESRI, is desirable
- Experience in SQL Server is desirable
- Knowledge in the forest industry is desirable
- An aptitude to learn and build experience with log accounting, business systems, and land records
- Writing skills sufficient to prepare documents meeting legal requirements
- Must have strong organizational and communication skills
- Must be a highly motivated team player

To apply online, visit our parent company website at www.johnhancock.com/careers and enter the Job ID Number 1408418 into the Job ID Search Box. If you prefer, you may send your resume, cover letter and salary requirements to jobs@hnr.com.

Hancock Forest Management offers a competitive compensation and benefit package, a team oriented work environment and growth opportunities for its employees.

Hancock Natural Resource Group is committed to being an equal opportunity employer. The Company is committed to employ, train, promote and compensate individuals based on job-related qualifications and ability without regard to race, color, gender identity, disability, sexual orientation, religion, national origin, age, veteran or marital status.