



Job Title: Land Records Coordinator

Location: Salt Lake City, Utah

Company Overview:

AgReserves, Inc. is a multi-national company that owns and operates farms and ranches around the world.

Position Description:

This position is responsible for developing, implementing, and coordinating land and natural resource records management and information governance systems.

Duties and Responsibilities:

- Lead a team of employees, volunteers, and contractors.
- Coordinate and oversee all land records owned or managed by the company.
- Develop, design, implement and improve records and information governance processes and systems.
- Provide training to all system users.
- Provide management teams with information as needed.
- Assist department managers with records and information support.

Skills/Education Required:

- Bachelor's Degree or equivalent experience, 5+ years in related field.
- Experience with real estate transactions and documentation.
- Knowledge of records management systems and practices preferred.
- Ability to train staff and other users on systems and processes.
- Excellent verbal and communication skills

Benefits:

Salary is competitive and will be based on experience. Full-time employees receive excellent benefits including: Medical, Dental, Group Term Life, Disability, Pension Benefits (401K and Defined Contribution Plan) and Flex-Spending. We offer paid vacation and sick time, paid parental leave and tuition reimbursement.

To Apply: Send resume to careers.ari@ari-slc.com with job title in the subject line.