JOB DESCRIPTION

OFFICE: Houston (on-site)

DEPARTMENT: Land Administration

ASSIGNMENT: Lease Records Analyst

SUMMARY:

The ideal candidate will have three to five years of experience performing oil and gas land work and will be capable of managing projects under limited supervision. We are looking for a self-driven, highly organized, detail oriented, strategic thinker that exhibits critical decision-making ability and can accept new challenges with ease.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Interpret oil and gas leases and related contracts to determine ownership and obligations.
- Input, scan and log leases and contracts per land department guidelines.
- Review and update records affected by well completions or well status changes.
- Maintain paper and electronic files.
    - Upload to OnBase as needed
    - Inventory and send physical files to off-site storage
- Assist with rental and invoice processing.
    - Back-up support for quarterly calendar preparation
    - Back-up for monthly check requests using internal accounting system
- Provide support on special projects as assigned by Supervisor to support Company goals.
- Assist with research and other duties as assigned.
    - Back-up support for quarterly acreage reports

KNOWLEDGE, SKILLS AND EXPERIENCE:

- 3-5 years in the Oil & Gas Industry working as a Lease Records Analyst and/or Land Administrative role
- Must accurately perform industry standard math functions and demonstrate the ability to learn and use the company's current land system (P2 Bolo Land Database), Virtual Records Management System (OnBase) and other systems as needed in the performance of the functions of this position.

- Land Database Experience: P2 Bolo preferred
- Proficient in Microsoft Office 365.
- Strong analytical and problem-solving skills.
- Resourceful and detail oriented.
- Ability to work independently with minimal supervision.
- Prioritize and manage multiple projects simultaneously.
- Excellent verbal and written communication and interpersonal skills.
- Self-starter and team player able to adapt to evolving environment

EDUCATION:

- Bachelor's degree preferred