

Overview

The Mid-Continent Business Unit is seeking an experienced Division Order Analyst with an uncompromising commitment to excellence and process improvement. This position will be based in Dallas, TX.

Responsibilities:

- Set up and verify well interests, WI, NRI, BPO,APO, etc.
- Maintain changes in well interests, royalties and ties to leases
- Create Division of Interest for each well based on Title Opinions
- Generate and circulate Division Orders for owner signature
- Generate reports of well lists, interests, producing formation, status, operator, etc

Qualifications

- College degree or equivalent experience
- Minimum 5 years experience as an Oil & Gas Industry, Division Order Analyst (Louisiana experience preferred)
- Experience with an integrated land computer system, Quorum experience a plus
- Ability to work independently with minimal supervision in a fast paced environment
- Excellent verbal and written communication and interpersonal skills
- Ability to work well in a team environment
- Currently eligible or able to obtain clearance to work in the United States.

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