

## **SENIOR DIVISION ORDER ANALYST**

Established, Oil & Gas company is looking for a **Senior Division Order Analyst** for its Dallas office.

### **Responsibilities:**

- Construct and maintain division of interest decks
- Process Division Orders for execution by interest owners
- Assist with curative issues
- Coordinate with accounting department to insure proper and timely distribution of revenues
- Respond to inquiries and correspondence from royalty owners
- Perform various administrative duties as necessary

### **Requirements:**

- 10+ years related in-house oil and gas division order experience
- Experience analyzing title opinions, and conveyance documents
- Ability to work in team-based company structure
- Must be detail oriented
- Excellent organization and communication skills
- Proficient with Excel, Outlook, Word and Access

**If you are interested please forward your resume immediately. Your information is CONFIDENTIAL. We will not forward it to anyone before discussing it with you.**

Send your resume to [openings@energysearchassociates.com](mailto:openings@energysearchassociates.com)

Or apply online at [www.energysearchassociates.com](http://www.energysearchassociates.com)

Call Clark Conine 972-628-6432 for more information.

