



Position Available  
Division Order Analyst  
Dallas, TX

**JOB DESCRIPTION:**

This position is responsible for the proper establishment and maintenance of division of interest ownership records.

**JOB REQUIREMENTS:**

- Monitor all operated and non-operated AFE/WELL announcements, and
  - Prepare initial Enertia decks , and documentation for SOX compliance
  - Gather all information and prepare documentation for Enertia workflow
  - Scan and make distribution of all documentation
  - Prepare and set up files
  - Monitor Drilling Reports – Maintain and complete all records as information changes and/or well completes
  - Contact Operator for Non-Operated Division Orders
  - Research title curative and Title Opinions
  - Prepare and process Division Orders on operated properties
  - Communicate and assist royalty owner

**Education and Experience:**

- 5+ years related experience including Oil and Gas land contracts.
- Mineral, royalty and acquisition related land experience
- Solid computer skills, including highly proficient in MS Excel, Word, Outlook, Power Point and Internet Research. Experience with Quorum and Enertia is very helpful.
- Extremely detail oriented, organized and able to multi-task with strong communication and planning are key to this position.
- Ability to handle stress and work well in a demanding and fast-paced environment.
- Dependable with high integrity.
- Self-motivated.
- 4 year college degree preferred.
- Intermediate to advanced verbal and written communication skills.

**JOB BENEFITS:** Compensation includes industry competitive salary commensurate with experience, medical and dental benefits, 401(k), etc. Details are available upon application.