



Position Available  
BLM Tech  
Dallas, TX

**JOB DESCRIPTION**

This position is to assist Matador's Federal and Regulatory teams with ongoing land operations.

**JOB REQUIREMENTS**

Responsibilities

- Maintain company records in regard to Federal projects
- Prepare, input, submit and track federal APDs, sundries and other government forms
- Assist the Federal team in preparing federal projects for drilling operations
- Process land related electronic and hard copy files
- Assist in preparing contracts, agreements, correspondence and various documents for state and federal regulatory agencies
- Respond to State and Federal related inquiries regarding Matador's operations
- Prepare plats and materials related to Matador's operations
- Assist with database projects
- Review and provide analysis of land contracts

Education and Experience

- Three (3) years recent and related industry experience including experience with oil and gas contracts
- Advanced computer skills, including high proficiency in MS Excel, Word, Outlook and Power Point
- Detail oriented, organized and capable of multi-tasking with strong communication
- Advanced verbal and written communication skills
- Four (4) year college degree is preferred

**JOB BENEFITS**

Compensation includes industry competitive salary commensurate with experience, performance incentives, plus medical and dental benefits, 401(k), etc. Details are available upon application.