



**Position Available  
Division Order Tech  
Dallas, TX**

**JOB RESPONSIBILITIES:**

1. Identify, gather information and set up ALL pending AFE's/wells
  - a. Sort/assemble/set up Division Order Well Files
  - b. Obtain and process well information (IHS Markit, DrillingInfo, State/Fed Agencies)
  - c. Process initial interest decks within Enertia system
  - d. Create, maintain Excel spreadsheet to log receipt and follow-up process
  - e. Scan newly created files
  
2. General Office
  - a. Prepare materials and scan files for audits and various projects (ongoing)
  - b. Scan new materials to be placed in division order folders
  - c. Organize and Scan Enertia Incident documentation/attachments

**Miscellaneous – Assist Division Order Analysts**

Mass mail-outs – Logging and tracking  
Assist with special projects – 1099 and Escheat research and processing  
Gathering data/data files for Auditors

**EDUCATION and EXPERIENCE:**

2 years related oil and gas experience  
Self-motivated  
Dependable with high integrity  
Good verbal and written communication  
Computer skills, including MS Excel, Word, Outlook, Internet research  
Experience with Quorum and Enertia is very helpful

**JOB BENEFITS:**

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