



Lewis Petro Properties, Inc.

A Lewis Energy Group Company

10101 Reunion Place, Suite 1000

San Antonio, Texas 78216

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Position: Sr. Lease and Contract Analyst

Qualified applicant will assume diversified lease administration responsibilities in a smaller, active independent, operating principally in south Texas.

Duties:

- Set up new leases and contracts
- Generate reports
- Prepare exhibits to legal instruments
- Ensure timely payment of lease/contract obligations
- Assist in reorganization of land records system

Qualifications:

- Minimum 5 years experience as a Lease Analyst
- Strong organizational skills
- Strong written and verbal communication skills
- Good working knowledge of MS Word and Excel
- Familiarity with LandPro helpful