



**Position:** Sr. Lease and Contract Analyst

Qualified applicant will assume diversified lease administration responsibilities in an active smaller E&P company in downtown Houston.

**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 8 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 Land Pro or OGSYS helpful

*Interested applicants should reply by emailing their resume to: [mark@mphardwick.com](mailto:mark@mphardwick.com)*