



Jetta Operating Company, Inc.

Lease Analyst

Duties

Lease Analyst will setup and update all leases, assignments, title opinions and land contracts for accurate reporting of company's leasehold acreage position and monitoring of lease obligations in the land system. In addition, this individual will prepare documents and paperwork for scanning and input in DocVue as well as assist with Division Order work and special projects as needed.

Qualifications

The successful candidate must have 3 to 5 years experience in Lease Administration with working knowledge of land operations and administration in the oil and gas industry. Successful candidate must have a sound understanding of the complexities of setting up and maintaining producing and non-producing oil and gas properties. Advanced computer and software skills are required. Experience with Excalibur Edge is a plus.

This position requires the ability to work effectively in a team environment as well as independently, with minimal supervision. Excellent verbal, written and interpersonal communication skills are a must.

High school education required, college degree preferred.

Job Type: Regular, Full Time

Location: Downtown, Fort Worth, Texas

If you would like to apply for this position or would like more information, please email, fax your resume or contact:

Marsha Davee, Human Resources Manager

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