



Description

Need 4 experienced contract lease analysts by 6/1/2010 to work in Austin, TX, assisting with a lease records conversion from PLAN (Digital Land Management System) to BOLO (WellPoint Systems Inc.). Will need to be able to analyze leases, contracts, etc. for lease data in-put into the BOLO Lease System. Will also need to verify lease data that will be converted from PLAN into the BOLO Lease System.

Qualifications

2 – 5 years lease records experience
Minimum of HS Diploma
Computer skills in Excel and Word
Self-starter
Ability to work with minimal supervision

Contract Position to last from 6 months to 1 year.

Please forward resume to:

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