



EnerVest Operating, L.L.C.

Eastern Division

300 Capitol St., Suite 200 Charleston, WV 25301
Phone (304) 343-5505 Fax (304) 343-5525

EnerVest Operating LLC, located in Charleston, West Virginia has immediate opening for full-time Contract Analyst and Division Order Analyst.

Responsibilities include:

- analyzing oil and gas leases and contracts
- entering this data into a database
- maintaining the database as the ownership changes
- establishing and maintaining timely and effective communications with partners, royalty owners, landowners and various departments within EnerVest

Qualifications:

- College degree required
- 5 - 15 years experience in contract analysis, real property law and estate administration required
- Knowledge of BOLO or related land management system
- Must be able to work well in a team environment as well as independently
- Proficient in computer skills, primarily Microsoft Word and Excel; Working knowledge of Access and PowerPoint is a plus

Contact:

Email resume to careers@enervest.net