

# JONES

(512) 328-2953  
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## Contract Division Order Analyst

Location: Houston, Austin, or Dallas

### Description

Need project-based Division Order Analyst to work from home in assisting private oil and gas company in Austin, TX. Responsibilities include analyzing title opinions, leases, deeds, assignments, probate documents and other contracts; determine net revenue interest and royalties; create revenue decks, including before and after payout. Create and distribute division orders; follow up on unreturned division orders.

### Qualifications

5 years DOA experience  
Must communicate effectively with internal and external clients  
Computer skills in Excel and Word  
Ability to work offsite  
Self-motivated

Please forward resume to:

Kristin Genovese  
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