

Title: Lease Records Analyst
Location: Corpus Christi, TX
Sector: Oil & Gas
Occupation: Lease Analyst
Education: 4 year college degree preferred

Description:

Responsible for lease and contract maintenance including researching complicated contract, lease, title and land owner issues. Inputs data and maintains lease, prospect and unit information. Generates and distributes various leasehold and year-end reports.

Duties/Responsibilities:

Essential functions may include, but are not limited to, the following:

- Enter data and maintain leasehold database
- Generate and route calendars to Landmen for payments, expiration and obligation activities
- Administer leasehold transactions with partners or non-operator

Qualifications:

- Must have excellent written and verbal communication skills
- Thorough knowledge of the terms and conditions of various exploration, participation and AMI contracts and ability to perform contractual obligation
- Enertia experience a plus
- 4 year college degree preferred or equivalent with 5 or more years experience with lease records and associated document preparation and maintenance
- An equivalent combination of education and experience will be considered

Email to nsmith@virtexoperating.com Please attach your resume and cover letter along with your message. Information must be submitted in Microsoft Word® or Adobe Acrobat® format. Please be aware that email may not be a secure means of communication.

Contact Information

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