

LOCATION: HOUSTON TEXAS-GALLERIA AREA

POSITION: SENIOR LEASE ANALYST

Houston based independent oil and gas company located in the Galleria area is actively seeking an experienced Lease Analyst to help with increased workload affecting company's ongoing projects in Texas. Salary is commensurate with experience. Good benefits, vacation and 401 K.

Job Responsibilities:

- Analyze oil and gas lease terms, obligations and provisions.
- Set up leases in company Land Pro lease system.
- Prepare rental and lease obligation schedules.
- Set up and maintain payment obligations.
- Set up Participation Agreements and Operating Agreement files.
- Analyze expiration schedules, prepare releases for recording.
- Work with Land Manager of title curative matters prior to and after drilling.
- Process changes in working interest and mineral ownership.
- Monitor well status to determine changes in lease and acreage status.
- Communicate with Land Manager and Chief Operating Officer as needed.
- Communicate with mineral owners as needed.
- Perform special projects as required.

Job Requirements:

- 5-10+ years of experience in Land related work.
- Must be proficient in Land Pro Lease System.
- Must be proficient in Microsoft Word and Excel.
- Team Player

Please submit resume to:

**Attn: Personnel Director
5161 San Felipe, Suite 320
Box 42
Houston, TX 77056**