

Job Title – Sr Land Technician

Location: Houston, TX (Downtown)

Hilcorp Energy Company (HEC), which was founded in 1989, is the fourth-largest privately-held oil and gas exploration and production company in the United States. The company's business model – acquire and exploit – supports the vision of being the “premier private energy company in the industry.” Leveraging core competencies in engineering and geological expertise and operational excellence has resulted in production growth in excess of 65% over the last five years.

Hilcorp has also been recognized for its progressive, employee friendly culture. The Society for Human Resource Management (SHRM) recently named Hilcorp as the 15th best medium sized company to work for in America.

More information may be found at www.hilcorp.com.

Essential Job Responsibilities:

Assist Landmen in preparation of oil & gas contracts; processing of oil & gas leases and all related contracts and correspondence to files, county clerks, land administration and partners; processing of AFE's and invoices; coordinating AFE proposal elections by partners and setting up Joint Interest Billings.

Type correspondence and contracts. Research leases, contracts and regulatory orders for proposals or specific information for Landmen. Pay off drafts for new lease purchases and check associated documentation for accuracy. Prepare form transmittals, check requests, oil and gas leases, assignments, right of ways and other associated contracts. Copy and transmit leases, assignments, etc. to land administration group, and to partners. Review invoices and code to appropriate AFE, circulate for approvals and payment. Prepare and fax/mail proposal letters to partners on well drilling, workovers, recompletions, lease acquisitions, etc. Maintain spreadsheets to monitor proposals, AFE spending, lease acreage and related bonus, brokerage and other costs. Preparing exhibits, documents and reports for internal and external use and distribution. Handling clerical duties including the ability to handle computer applications such as spreadsheets and conducting regular maintenance and updating database. Assisting in the coordination of lease records functions with the Landmen, ensuring proper documentation of land department files. Assist Landmen with unitization and other regulatory issues. Researching and corresponding to inquiries regarding invoicing errors, broker billings, etc. Performing other duties as required to assist the Landmen.

Qualifications:

10 years experience as Land Tech. Gulf of Mexico offshore and onshore experience preferred. Good verbal and written communication skills. Must be a self-starter, motivated, with good organizational & reasoning skills. Must be able to work well in a team environment and have the ability to prioritize workload. Possess working knowledge of functions of Land Department. Strong computer skills including Word and Excel software.

Education Requirements:

College degree preferred. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, and data processing.

To Apply please visit our website – www.hilcorp.com