

Senior Division Order Analyst

Job Description

Responsible for monitoring production reports, well expenses, contracts and preparing requests for payment to lease holders and partners. Resolves complex administrative problems with partners independently. Familiar with contract limitations and relevant legal constraints. This is a fully qualified professional with at least six years of experience.

Required Experience

At least 6 years of experience.

Job Location

Canonsburg, PA, US.

Position Type

Full-Time/Regular

If interested please send a Word version of your resume to sarah@newportsearch.com