

Division Order Analyst II

Job Description

Responsible for monitoring production reports, well expenses, contracts and preparing requests for payment to leaseholders and partners. Resolves minor administrative problems with partners independently. Familiar with contract limitations and relevant legal constraints.

Required Experience

At least 2 years of experience.

Job Location

Canonsburg, PA, US.

Position Type

Full-Time/Regular

If you are interested please send your resume to sarah@newportsearch.com