

PXP

Plains Exploration & Production Company

Property Analyst

BASIC PURPOSE OF POSITION:

Responsible for maintaining the Company's corporate property master database and joint interest billing records and review and coordinate all aspects of set up and maintenance of operated, non-operated, producing/non-producing properties in the property master and joint billing records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review and monitor AFE database and coordinate new property set up requirements with Land Department and Accounting Department personnel
- Set up all properties in the property master and their associated JIB records per AFE documentation; notify all appropriate departments
- Set up all properties in the property master that are not associated with an AFE (RI and ORRI properties, as well as properties set up for accounting purposes); notify all appropriate departments
- Review all data submitted by the Land Department pertaining to joint interest billing updates on operated and non-operated properties
- Review all data submitted by the Accounting Department pertaining to joint interest billing updates to non-producing, non-well bore related properties
- Coordinate all updates to the property master database and the joint interest billing records as a result of acquisitions, mergers or divestitures
- Review and process all information regarding well status updates (such as regulatory data and updates submitted by field personnel); notify all appropriate departments
- Review and monitor various databases used for reserve forecasting and economics (such as OFM and PEEP) to ensure accuracy and consistency of information with the corporate property master database.

POSITION SPECIFICATIONS:

- A minimum of 5-10 years of progressively responsible oil and gas experience in Land, Lease Records or Division Orders
- College Degree preferred with equivalent industry experience acceptable
- Excellent oral and written communication skills
- Demonstrated ability to work in a fast paced environment and establish priorities and follow through with moderate supervision
- Proficient in Microsoft Office and standard oil and gas software applications, working knowledge of Excalibur preferred
- Must deliver consistent accuracy with a strong attention to detail
- Must have the ability to cooperate and work professionally with others
- Must be willing to accept work schedules with various demands; will vary as departmental workload fluctuates

The position is located in downtown Houston. Please visit us at www.pxp.com and apply through our careers page.

EQUAL OPPORTUNITY EMPLOYER