

We are assisting our large independent oil and gas client in filling an opportunity for a ***Division Order Supervisor***. Qualified applicants will have six or more years of related land administration/division order experience with one year of supervisory, or lead, experience in land administration. The qualified applicant will also have a general understanding of legal documents, a working knowledge of oil and gas statutes and requirements for the distribution of mineral revenue and excellent oral and written communication skills.

**Position in Brief:**

The Division Order Supervisor manages employees engaged in the establishment of and maintenance to revenue distribution records. The individual coordinates with other departments and divisions in planning for acquisitions or divestitures. They are also responsible for reviewing the work product of department employees within assigned area, and providing guidance and training as necessary.

- Provides final review of computer input for new wells added to division of interest systems
- Reviews and approves title opinions or memos pertaining to revenue disbursements to interests owners and the company
- Assesses and provides training and feedback to Division Order department personnel
- Approves all incoming division orders received from outside purchasers prior to routing for company approval

Qualified applicants please send your resume to Rachael Hood at [rhod@maxwelldrumsmond.com](mailto:rhod@maxwelldrumsmond.com). All resumes will be handled in a confidential manner and will not be submitted to our client without further discussion with the potential candidate.