

MUREX® PETROLEUM CORPORATION

www.murexpetroleum.com

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Landman
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Position: Experienced Division Order Analyst

Location: North Houston, TX

Experience: 5 + years

Description:

- Construct and maintain division of interest decks
- Process Division Orders for execution by interest owners
- Assist with curative issues
- Coordinate with accounting department to insure proper and timely distribution of revenues
- Respond to inquiries and correspondence from royalty owners
- Verify GWI/NRI on outside operated division orders
- Perform various administrative duties as necessary

Requirements:

- 5+ years related experience
- Experience analyzing title opinions and conveyance documents
- Ability to work in team-based company structure
- Must be detail oriented
- Excellent organization and communication skills
- Proficient with Excel, Outlook, Word and Access

This is a permanent, fulltime position.

Comprehensive benefits package includes: 401K plan, medical, dental, and life insurance. Salary is commensurate with experience.

Murex is an Equal Opportunity Employer

Please send responses to abirthisel@murexpetroleum.com or fax resume to the number referenced above.