

Private Oil & Gas Investment Company, located in Victoria, TX, is seeking a qualified division order analyst/Land manager. Must have 5 years minimum experience with a college degree preferred. The company's property portfolio is entirely made up of mineral, royalty and overriding royalty. No working interest duties are expected of the job candidate at this time.

Responsibilities and Qualifications:

- Working with landmen to clear and cure title to pay for acquisitions
- Reviewing conveyance and probate documents
- Must be able to build and organize land/well files
- Review oil and gas lease proposals on company mineral holdings
- Coordinate with accounting to insure royalty receipts are accurate
- Excellent organizational, communication and interpersonal skills
- Analyze division order title opinions and associated documents
- Perform online research for landmen and others as needed
- Prepare spreadsheets for departmental use as needed
- Be able to calculate net revenue interests
- Ability to multi task, self driven
- Computer skills in Excel and Word

Job Description:

Position is full time, but part time may be considered. The purpose of this job is to insure that all payments to the company are accurate. That all instruments are in order and division orders received are correct or work to revise as necessary. Assure new acquisitions achieve "pay status" in a timely manner. This could possibly be a part time work from home position for the right individual. No working interest duties. Salary will be commensurate with experience. Position includes benefits.

Please send resume to: madmimi@suddenlinkmail.com