

El Paso Exploration & Production

Sr. Division Order Analyst

Location: Houston, TX

- *Analysis of title opinions, land contracts, operating agreements, oil and gas leases, broker reports, curative, well and regulatory documents, conveyances, probate and heirship data and other legal documents to determine ownership and lease burden relationships for production proceeds from oil and gas wells.*
- *10+ years Division Order experience*
- *Minimum of HS Diploma*
- *Exceptional computer skills in Excel, Word and Outlook*
- *Working knowledge of date-sensitive DOI system a plus*
- *Effective written and oral communication skills*
- *Self-starter*
- *Ability to work with minimal supervision*

Please apply online at www.elpaso.com/careers

Reference: 703950

Contact Gabriela Chrisman at 713 420 3909 for questions.