

## **LAND CLERK**

Independent oil & gas operator located in the Memorial City area is looking for a Land Clerk who has a basic understanding of landwork, due diligence procedures, and land terms. Responsibilities will include building new files, managing mailouts of land forms and AFE's, assisting land manager and division order analyst. Should be moderately proficient in Word and Excel. This is an excellent opportunity to expand your oil industry knowledge by working with professionals in a small, but growing company. Temp to perm after 90 days. No phone calls please. Send your resume to the following email address: [resume@laylinepetroleum.com](mailto:resume@laylinepetroleum.com)