



Associate Lease & Title Analyst – Land Department

Vernon E. Faulconer Inc., an established, well-respected Independent Oil & Gas company, has an opportunity for an Associate Lease and Title Analyst in our Land Department as a result of upcoming growth. The Lease and Title Analyst performs a key role in analyzing all leases, assignments and other documents related to the Land Department.

Duties and Responsibilities:

- Analyze leases and inputs related information into in-house Land system.
- Manage monthly obligation and payment calendars.
- Assist with Acquisition due diligence and/or Divestiture process as needed.
- Research title and ownership reports to verify ownership interests.
- Set up, maintain and research Land files as required.
- Analyze, summarize and verify oil and gas ownership interest.
- Research incoming regulatory items for assigned states.
- Prepare Exhibits for Assignments when requested.
- Performs departmental filing and scanning as needed.
- Assist with completion of all phases of work within the Land Department and perform any additional duties that may be assigned.
- Reports to Land Records Manager.

Required Qualifications:

- 1-3 years Land administrative experience in maintaining oil and gas lease records and title research preferred but not required.
- Business or land related bachelor's degree preferred, but not required.
- Knowledge of oil, gas and mineral leases and Land related functions. Ability to compile and analyze data.
- Strong computer and software skills including MS Word and Excel.
- Ability to multitask and prioritize projects.
- Strong organization skills and proficient in oral and written communication skills.
- Ability to maintain confidentiality and demonstrate sound judgment in performance of job responsibilities.
- Must demonstrate the ability to work with limited supervision.
- Demonstrated ability to assimilate new information/data in completion of work projects.

Attractive compensation and benefit package for qualified candidates. For consideration please submit resume to Human Resources Department at careers@vefinc.com EOE