



FAULCONER ENERGY

Administrative Landman

Falconer Energy, LLC, a growing independent Texas Oil & Gas company, has an opportunity for a skilled Administrative Landman in its Tyler, Texas office. The Administrative Landman performs a vital role in coordination and administration of land related functions including acquisitions, divestments, farmouts, term assignments, AFEs, and overall management of the company's operated and non-operated assets located in Texas, Oklahoma, and New Mexico. This position requires a detail and results-oriented self-starter with strong analytical, communication, and negotiation skills. This individual will possess the ability to work both independently and as part of a team and will report directly to the Vice President of Land.

Responsibilities:

- Conduct title research based on company and online public conveyance records and prepare supporting ownership/acreage reports as needed for land related transactions.
- Perform due diligence associated with acquisitions, divestments and other land related transactions.
- Review monthly obligation report and approve associated payments.
- Coordinate and/or conduct research associated with operated and non-operated AFEs for workovers, recompletions, and plugging and abandonment. Ensure lease and/or landowner obligations associated with these operations are satisfied.
- Monitor and report spud dates, drilling and completion reports, and other obligations and activity associated with non-operated new drills.
- Review, request evaluation data, and coordinate with management in timely response to non-operated requests for consents to assign and waivers of preferential right to purchase.
- Research and ensure company has adequate forms of surety in place for company ownership entities and operation of company assets.
- Document negotiation and preparation including Letter Agreements, Assignments, Curative Instruments, Farmout Agreements, Oil and Gas Leases, Surface Leases, Right-of-Way Agreements, Releases, Joint Operating Agreements, Unit Agreements and other agreements as needed for land related transactions.
- Interface with various departments within the company including Division Order, Lease Records, Accounting, Production, Marketing, and Engineering.

- Communicate and work with organizations and entities outside of the company including contract brokers, attorneys, state and federal regulatory agencies, and other oil and gas companies.
- Effectively communicate with and resolve issues between the company and its surface and mineral/royalty owners.
- Work directly with Vice President in identifying, prioritizing, and implementing departmental projects and objectives.
- Represent the Company at closings and other industry related gatherings.
- Assist with special projects, as assigned.

Required Qualifications:

- Land Management Degree or equivalent experience with CPL preferred.
- 8+ plus years' experience in land related functions including negotiation and preparation of routine oil and gas instruments generated by Land.
- Prior in-house administrative land experience strongly preferred.
- Land experience in company's area of operations preferred, but not mandatory.
- Knowledge of title analysis, division order, land and lease records, joint operating agreement and state and federal regulatory requirements pertinent to land functions.
- Ability to analyze, compile, and maintain confidentiality of sensitive and complex data.
- Demonstrated ability to exercise sound judgment combined with proven track record of making good business/economic decisions.
- Good communication, interpersonal, and problem-solving skills, and ability to interact effectively with individuals and teams. Well-developed written communication skills.
- Demonstrated project management skills to obtain company objectives.
- Ability to mentor and provide support in development of other land department employees.
- Prefer experience with Microsoft Office Suite (including Word and Excel), W Energy Software, Enverus/Drilling Info website, State and Federal regulatory agency websites (in company area of operations).
- US Citizen or already have the right to work in the United States for any employer without sponsorship.

Attractive compensation and benefits package for qualified candidates.

For consideration, please email resume to Human Resources at careers@vefinc.com.

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