



FAULCONER ENERGY

Land Department Tech

Falconer Energy, LLC, a growing independent Texas Oil & Gas company, has an opportunity for an experienced Land Department Tech in our Tyler, Texas office. The Land Tech performs a key role in providing daily administrative support and assistance in all phases of the Land Department functions. This position will implement and coordinate Land Department procedures and Land Records systems to assure all department records are up-to-date and available for department and company needs.

Duties and Responsibilities:

- Support the Division Order Department with transaction notice distribution, transmit division orders, process returned mail, including checks and 1099's, and prepare and organize all new and history Division Order files.
- Assist the Legal/Land Administration Department by providing support for maintaining temporary files, acquisition/divestment files, miscellaneous files, and legal files. Responsible for maintaining and organization of file inventory.
- Assist the Lease Records Department with the preparation of new acquisition files, lease files, and divestment files, retire P&A files, and assist with the file organization, inventory, and maintenance of all files.
- Support all Land Department personnel with the transmittal of various letters and documents, check requests, title research, special projects, scanning, copying, and various administrative duties.
- Provide back-up assistance to the front desk, share in answering rollover phone calls, and assist with daily mail delivery and pick-up.
- Assist all Land Department personnel in the implementation of all phases of work within the department and perform any additional duties that may be assigned to facilitate project completion.
- Assist in monitoring inventory of supplies for the Land Department.
- Data entry and maintenance of data in the company's Land system (W Energy software).
- Responsible for conducting all Land Department filing.
- Assist with special projects as assigned.

Required Qualifications:

- Career-minded professional with 3-5 years of diversified administrative experience.
- Previous Oil and Gas Land experience is desired, but not required.
- Proficient in performing administrative duties with intermediate to advanced skill levels in Microsoft Word and Excel.
- Detail-oriented with demonstrated ability to work independently with limited supervision.
- Able to multitask and prioritize projects as outlined by supervisor.
- Strong organizational and communications skills.
- Demonstrated ability to analyze and compile data, perform basic calculations and tasks while maintaining confidentiality.

Attractive compensation and benefits package for qualified candidates. For consideration, please email resume to Human Resources at careers@vefinc.com EOE