

JOB DESCRIPTION

Job Title: Division Order Analyst
Supervisor: Division Order Lead
Department: Land
Location: Houston, TX

COMPANY PROFILE

Headquartered in Houston, TX, Ensign Natural Resources is an exploration & production company expanding through asset acquisitions and development in the Eagle Ford Basin. Ensign believes in making disciplined investments, applying effective technology, and focusing on continuous improvement.

CULTURE STATEMENT

At Ensign, attitudes and behaviors that support our culture matter. Employees are expected to foster a culture of personal responsibility, courage and good judgement while pursuing excellence in all efforts through passion, determination, and continuous improvement.

MAJOR RESPONSIBILITIES

- Set up ownership to ensure the timely payment of royalties in accordance with state statutes
- Prepare division orders, analyze title requirements, and cure title defects
- Send required correspondence to owners to solve revenue discrepancies
- Interpret title documents, such as assignments, deeds, probates, and trusts
- Keep current on business and regulatory reporting, including escheat reporting
- Research legal suspense items and maintain positive and negative suspense records
- Knowledge of how to calculate and maintain various interest types including working interest, net revenue, NPRI, overrides
- Familiar with the creation of multi-unit decks and burden-based decks
- Review & discuss division order log monthly for completion of handling owner inquiries
- Coordinate with accounting to insure proper and timely distribution of revenues and deck preparation
- Handle administrative support, file research and data input assistance for the Division Order team
- Contribute to the research and interpretation of information/data as assigned

EDUCATION, EXPERIENCE & SKILLS

- Bachelor's degree required
- 5 years of Oil & Gas Upstream experience
- Minimum 3 years of position-related experience (prior applicable experience will determine job level of candidate selected)
- Strong knowledge of word processing and excel spreadsheet creation
- Strong knowledge of Real Property law and Federal/State Royalty requirements
- Experience with analyzing conveyance documents, title opinions, contracts, and leases
- Proficient with Division Order Systems - Experience using Quorum is a plus
- Must be able to work in a standard office setting and use standard office equipment

REQUIRED COMPETENCIES

- The energy and ability to work collaboratively across the entire organization

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- Excellent analytical ability with strong attention to detail and accuracy, even with interruptions
- Successful track record of teamwork
- Strong interpersonal skills coupled with excellent verbal and written abilities
- Systems aptitude and process orientation with ability to manage multiple projects and tasks simultaneously
- Confidence to openly share thoughts and data across the entire organization
- Driven individual with a focus on continuous improvement

WE OFFER

Ensign offers competitive salary, cash bonus and equity plans. The Company also offers a comprehensive benefit package which includes medical/dental/vision plans, company paid life and disability insurance, 401(k) retirement plan contribution matching with 100% immediate vesting, paid vacation, sick time, and much more.

TO APPLY

Submit your resume from the Careers page of our website at www.ensignnr.com.