

Owner Services Coordinator:

- Is responsible for a wide range of duties within the Investor Relations/Land Department. Prior experience in Land Operations desired but not necessary. Polished, tactful attitude required, with an ability to follow through and juggle several responsibilities at once.
- **Responsibilities**
- Handling a high volume of Interest Owners' inquiries and questions, often requiring referral to other members of the team.
- Responsible for a variety of duties including processes of voiding and re-issuing checks, 1099's,
- **Your qualifications and core competences include**
- Minimum Associates Degree in finance or business administration
- Proficient in English
- Enjoy navigating in a complex organization and strive to obtain the best possible professional knowledge to be communicated outside our organization.
- Organized and detail oriented.
- Able to manage multiple projects promptly and accurately.
- Interacts well and coordinates efforts within all levels within the organization.
- Flexible and able to adapt to changing needs and time pressures.
- Highly proficient with Microsoft Word, Excel, PowerPoint and Outlook.

Interested applicants may submit resume to rwatson@alliancepetroleum.com