

Land Administrator

The Land Assistant reports to the Land Manager and will provide support for the Land department.

RESPONSIBILITIES

- Provide general clerical support to include file maintenance
- Ensure proper indexing, labeling and filing of documents, hard-copies and electronically.
- Prepares all land related documents and agreements and maintains document file
- Provides information to royalty owners, surface owner and working interest partners.
- Evaluates and analyzes materials related to title documents and or oil and gas agreements
- Maintain company's land and lease records
- Prepares special reports as required by management
- Prepare obligations for payment
- Ability to understand Division of Interest Changes

KNOWLEDGE, SKILLS AND ABILITIES

Strong Computer Skills

Proficient with Microsoft Word, Excel, Outlook, Access and have previous SharePoint experience

Excellent written and verbal communication skills

Strong interpersonal skills

The ability to maintain records and prepare reports and correspondence related to the work

The incumbent must demonstrate the following skills:

- The ability to manage multiple tasks and deadlines
- The ability to think quickly in complex situations
- The ability to solve challenging issues in a fast paced environment
- Ability to work independently as well as in a team environment
- Able to Multitask with a high level of detail

Minimum education requirements:

- College degree with minimum of Associates Degree

Work Experience:

10 Years of land work experience is required

Those interest should send resume and cover letter to: robin_watson@alliancepetroleum.com