



Division Order Analyst

Rockall Energy, LLC

5005 LBJ Fwy Suite 700

Dallas, TX 75244, US

Please apply on our Company LinkedIn page, click on "jobs".

Division Order Analyst

To meet our anticipated growth and our increase in activity, Rockall Energy is seeking a Division Order Analyst to be based in Dallas, TX.

Principal Duties and Responsibilities:

Rockall Energy is seeking a Division Order Analyst to join its Land Department. This individual will generate and maintain Revenue and Joint Interest Billing decks as well as prepare and track Division/Transfer Orders. The individual will interface with mineral owners, title attorneys and brokers regarding inquiries and ownership.

This position requires a self-starter; a disciplined and organized person with the ability to multi-task on different levels. It requires the ability to work in a team environment within the Land Department.

Qualified candidates must be familiar with state laws of succession, be proficient in Excel and able to handle a high volume of work.

Qualifications: Required and Preferred

- College Degree, preferred
- Minimum of 8 years of practical experience as a Division Order Analyst
- Experience in Enertia software, preferred
- Skilled at teamwork and cross-disciplinary communication
- Strong Microsoft Office skills
- Driven and results-oriented. Excited to take on increasing responsibility within a fast-moving, growth-oriented company.

Salary

Position will be filled at a salary level commensurate with experience.

Benefits

Rockall Energy offers a competitive benefits package and our benefits include:

- Outstanding Medical/Dental/Vision Benefits on 1st Day of Employment
- 401(k) - Traditional and Roth (including fully vested company match)
- Generous Paid Time Off
- Employer-Paid Life, AD&D, Short-Term and Long-Term Insurance
- 12 Paid Holidays Per Year
- Charitable Gift Matching Program
- Health Savings Account
- Flexible Spending Accounts
- Employer Paid Concierge Healthcare Assistance
- And more!

Rockall Energy is an Equal Opportunity Employer and participates in E-Verify.

NOTICE TO THIRD PARTY AGENCIES

Please note that Rockall Energy, LLC ("Rockall") does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a valid, executed Recruitment Fee Agreement, Rockall will not consider or agree to payment of any referral compensation or recruiter fee. In the event a recruiter or agency submits a resume or candidate without a previously signed agreement, Rockall explicitly reserves the right to pursue and hire those candidates without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, are deemed to be the property of Rockall Energy, LLC ("Rockall").

Seniority Level

Associate

Industry

- Oil & Energy

Employment Type

Full-time

Job Functions

- Analyst