

## **Matador Resources Company – Division Order Analyst – Job Description**

### **Duties & Job Responsibilities:**

- Monitor all operated and non-operated AFE/WELL announcements.
- Prepare initial Enertia decks , and documentation for SOX compliance.
- Gather all information and prepare documentation for Enertia workflow.
- Scan and make distribution of all documentation.
- Prepare and set up division order files.
- Monitor Drilling Reports – Maintain and complete all records as information changes and/or well completes.
- Contact Operator for Non-Operated Division Orders.
- Research title curative and Title Opinions.
- Prepare and process Division Orders on operated properties.
- Communicate and assist royalty owner.

### **Education and Work Experience**

- 5+ years related experience including Oil and Gas land contracts.
- Mineral, royalty and acquisition related land experience
- 4 year college degree preferred.

### **Technical Skills & Knowledge**

- Solid computer skills, including highly proficient in MS Excel, Word, Outlook, Power Point and Internet Research. Experience with Quorum and Enertia is very helpful.
- Excel proficiency required.

### **Personal & Soft Skills**

- Self-motivated individual who is dependable and can follow through on all assignments.
- Able to communicate and work as a team member.
- Strong analytical and organizational skills required.
- Extremely detail oriented, organized and able to multi-task with strong communication and planning are key to this position.
- Ability to handle stress and work well in a demanding and fast-paced environment.
- Dependable with high integrity.
- Intermediate to advanced verbal and written communication skills.