

Land Administration Tech

Olympus Energy LLC (“Olympus”) is seeking a motivated team member for the position of Land Administration Tech for immediate hire in their Pittsburgh area operations. This position will provide administrative support to the Land, Land Administration, Business Development and Division Order departments

Core Responsibilities:

- Provide On-Site administrative support to the Land, Land Administration, Business Development and Division Order departments.
- Maintain all hard copies of land related files, including coordinating off-site storage of files.
- Scan, link and maintain all digital copies of land files in SharePoint.
- Create and maintain all land files.
- Print and track all mailings for division orders, landowner requests and other various documents.
- Responsible for all incoming mail and distribution to responsible analyst.
- Responsible for coordinating recordation of land documents
- Prepare and mail requests for recording and log recordings into Land System.
- Prepare check requests for recordings
- Oversees management’s execution of land documents.
- Handle Owner calls and assign accordingly.
- Perform various data entry tasks.
- Perform various support functions as needed
- Assist with inquiries from other departments

Skills & Knowledge:

- Minimum 3 years’ experience in the oil and gas industry
- Proficiency with the Microsoft Office Applications
- Must be detail orientated and with the ability to multi-task with high attention to accuracy
- Proven self-starter that works effectively both independently and within a team environment.
- Must possess good organization skills to efficiently manage work documents
- Must be goal oriented, approaching projects with a sense of urgency and drive.

Olympus is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, sexual orientation, religion, national origin, genetics, disability, age, or veteran status.

Interested candidates may submit resumes via email to careers@olympusenergy.com. Resumes will be reviewed as received and candidate interviews will begin immediately. Olympus is not accepting resumes from staffing/search firms currently. Please visit Olympus’s website at <http://www.olympusenergy.com/careers> for more information.

