

Division Order Analyst

Olympus Energy LLC (“Olympus”) is seeking a well-qualified, self-motivated team member for the full-time (Hybrid) position of Division Order Analyst for its Pittsburgh area office. A hybrid work schedule is available after an initial training period. The successful candidate will become an important team member and a valued employee supporting the Olympus team.

Core Responsibilities:

- Create and/or maintain division of interests for new and existing wells based on title analysis of title opinions, deeds, assignments, purchase and sale agreements, trade agreements, probate documents and oil and gas leases
- Prepare and process Division Orders for new wells
- Process ownership changes based on review of conveyance documents (including Assignments, Deeds, Wills, Affidavits of Heirship, Trusts, and Court Orders)
- Verify & confirm Company owned interests in Non-Operated Wells
- Correspond and communicate both internally and externally to address concerns and issues regarding divisions of interest and payment obligations
- Effectively communicate with other departments including Land Administration, Land, Accounting, Title, and Legal
- Assist with special projects and research as determined by Supervisor / Manager

Required / Preferred Experience and Skills:

- Minimum Experience: 4 years of Division Order experience
- Preferred Education: Associates Degree or Undergraduate
- Combination of experience and/or education will be taken into consideration
- Experience analyzing title opinions and conveyance documents
- Knowledge of state probate and descent and distribution laws
- Proficient in math (e.g., fractional, and decimal calculations)
- Detail oriented with strong analytical and communication skills
- Must be able to multi-task and effectively prioritize in a fast-paced environment
- Experience with computerized Land Management Systems
- Working knowledge of oil and gas accounting software systems
- Experience in the Appalachian Basin preferred
- Knowledge of marketing arrangements and how they affect the revenue distribution process
- Proven self-starter that works effectively both independently and within a team environment
- Proficient with Microsoft Excel, Outlook, and Word

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.

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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> for more information.

Selected incumbent will be placed into the position that best suits their abilities and experience level.