Farmers National Company

Assistant Oil & Gas Administrator

Qualifications

- A minimum four years experience in the oil and gas industry
- Proficiency in Microsoft Office (including Word and Excel)
- College degree preferred

Position Summary

- Works closely with administrators and clients in daily account activities
- Coordinate the opening and closing of mineral management accounts
- Analysis and interpretation of title documents to establish ownership for producing and non-producing mineral properties including review of Division Orders, Oil and Gas Leases, file documents, conveyance documents, plus research of well status.

Critical Skills

- Developed knowledge of legal descriptions
- Developed knowledge of land leases and title conveyance documents
- Strong proficiency in Microsoft Office (including Word and Excel)
- Strong teamwork and networking skills
- Strong planning and organization skills
- Strong oral and written communication skills

Location Tulsa, Oklahoma

Farmers National Company (FNC's) is one of the premier independent fiduciary property management firms in the nation with a strong focus on trust oil and gas, as well as farm and ranch management services. In business since 1929, FNC's employees and contract staff include professional landmen, property managers, certified mineral managers, registered landmen, division order and title analysts, and accounting professionals. Please submit your resume to:

Farmers National Company
Attn: HR Department
403 S. Cheyenne, Ste 800
Tulsa, OK 74103
Or fax to 918-398-5901
No phone calls please
An Equal Opportunity Employer