

Business Development / Mineral and Royalty Buyer

Job Summary

- Research ownership, lease, production and title status for specific mineral, royalty and/or surface owners in defined geographic areas provided by Endeavor Acquisitions.
- Prepare, review, interpret and negotiate purchase agreements with interest owners .
- Work closely with business development team and President to assist with the proper evaluation and decision making process.
- Work closely with legal department to negotiate/prepare acceptable forms of Purchase and Sale Agreements and conveyances.
- Assist with tracking of obligation dates to ensure that company is compliant with all contractual obligations.
- Communicate with E&P companies responsible for the leasing and development of company acquired assets on a routine basis to ensure compliance with all facets of company current oil and gas lease agreements.
- Assist with preparation and maintenance of various internal reports.
- Provide guidance to support staff
- Work with land administration department to ensure all land acquisition records are properly maintained and updated.
- Some travel may be required

Education/Experience Required

- Bachelor's degree in a relevant field
- 3+ years of verifiable experience acquiring mineral and royalty interest or working with leasehold acquisitions
- Demonstrated work experience and proficiency in Microsoft Office and Drilling Info

Qualifications:

- 3+ years' prior Landman experience.
- Understanding of oil and gas leases, purchase contracts, division orders, various types of ownership interest, working knowledge of oil and gas laws, etc.
- Detail oriented and the ability to manage information, time and prioritize tasks to maximum efficiency.
- Must work well under pressure, meeting deadlines consistently.
- Must be a self-starter, motivated with good organizational and reasoning abilities.
- Effective written and verbal communication skills.
- Ability to research information in courthouse or online.
- Math and basic accounting knowledge.
- Strong PC Skills, with Proficiency in Microsoft Excel, Word, Adobe Acrobat and Google Docs familiarity.
- Willingness to communicate, cooperate, and coordinate with others

Salary Range: \$30,000 - \$75,000 yearly