



Administrative Specialist

Maxima Minerals, a division of Falconer Energy, LLC, has an opportunity for an Administrative Specialist. This position will support and assist the Portfolio Manager in the identification, negotiation, acquisition and management of mineral and royalty interests for Maxima Minerals. Individual must be detail and business results oriented, with ability to work effectively with diverse groups of people, as well as work independently. Position reports directly to Mineral/Royalty Portfolio Manager. This position represents an entry level opportunity for candidates who are seeking a new career path and growth potential.

Responsibilities and Duties:

- Assist and provide administrative support with the mineral acquisition process from sourcing interest/deals to the closing transaction.
- Based upon demonstrated capability, will act as primary point of contact with prospecting and coordinating select mineral acquisitions.
- Responsible for the organization and maintenance of Mineral/Royalty Portfolio files and software management system.
- Assist with research ownership, lease and title information for targeted mineral and royalty investments.
- Acts as a point of contact with mineral owners to obtain information to assist Portfolio Manager in assessing mineral and royalty interest acquisitions.
- Assist with the preparation and review of documents for the acquisition process (including Deeds, Assignments, Purchase Agreements).
- Provides support and assistance in mineral interest ownership title chain process.
- Provides support in managing the Portfolio post-closing, including assistance with getting interests into Pay Status and reviewing revenue payments on a monthly basis.
- Provides assistance with general administrative support to include but not be limited to filing, scanning, copying, and answering phone calls.

Required Qualifications:

- 1-2 years' administrative experience preferably in the oil and gas industry, but not required
- Previous O&G Land experience preferred, but not required.
- Associates degree or higher in relevant business field is desired.
- Excellent typing and proofing skills required, together with a high degree of proficiency in Word, Excel, and Outlook software programs.
- Advanced oral and written communication skills and ability to work with senior management.
- Ability to analyze, organize, multi-task, and compile data according to established departmental procedures, maintain confidentiality, and demonstrate sound judgment in performance of job responsibilities.
- Experience with managing and maintaining multiple projects and tasks in a fast-paced work environment ideal.
- Demonstrate professionalism with ability to work with limited supervision.
- Self-motivated with ability to work independently.
- Strong organization and planning skills.

Attractive compensation and benefits package for qualified candidates.

For consideration, please email your resume to Human Resources at careers@faulenergy.com

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