**Data Analyst**

**Job Location: Dallas LBJ – Dallas, TX**

**Description**

**Job Description:**

An entry-level position that will utilize the software Petra in order to assist the Non-Op team in tracking and importing partner data into the database for engineers and geologist to utilize. This position is responsible for managing Matador and Non-Op partner well information. Strong organizational skills and attention to detail are necessary for this position. Oil and gas experience preferred.

**Job Responsibilities**

·         Track company data including: Partner AFEs, DORs, critical dates and capital accruals.

·         Work closely with other disciplines to coordinate assignments and communicate status.

·         Excellent verbal, written and interpersonal communication skills; the ability to effectively communicate with all levels of employees.

·         Consolidate and import company data into various databases and programs.

·         Willingness to learn the oil and gas industry.

**Qualifications**

**Education and Experience:**

* Previous exposure to oil and gas data experience a plus
* Solid computer skills, including highly proficient in MS Excel, Word, Outlook and Power Point and internet research, Quorum knowledge a plus
* Extremely detail-oriented, organized and able to multi-task with strong communication and planning skills are key to this position
* On track to receive degree in Mathematics, Economics, Statistics, Business, or an Engineering related field
* Advanced verbal and written communication skills