



Example of Division Order Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of division order analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for division order analyst

- Research and resolve title requirements for suspended interest owners with minimum assistance
- Research suspense accounts and title issues
- Respond to complex inquiries from producers, attorneys, and interest owners
- Act as Lead for Division Order Analyst I and II
- Help prepare training materials and procedures for Division Order team
- Assist Business Development with various acquisitions and divestitures
- Analyze and process partial and total succession assignments and name changes/mergers related to contracting parties
- Log and track assignments and name changes/mergers
- Prepare assignment worksheet and timely hand-off to Contract Analyst, and/or Division Order Analyst to update system(s) in order to meet close deadlines
- Review and validate documentation authorizing Counterparty setup in various systems

Qualifications for division order analyst

- Experience with Quorum a plus
- Ability to perform complex tasks with a high degree of accuracy and precision
- 5+ years experience in division orders or equivalent exposure in a fast-paced,

- Microsoft Excel skills and familiarity with an integrated land/division order computer system
- Excellent verbal and written communication and interpersonal skills and the ability to work effectively in a team environment