

**A Talascend client is currently seeking an Operations/Petroleum Engineer for a direct hire opportunity based in Denver, CO.**

**To apply, please email an updated resume to [rebekah.chambless@talascend.com](mailto:rebekah.chambless@talascend.com).**

**Job Title:** Operations / Petroleum Engineer

**Location:** Denver, Colorado

**Job Summary:** Support the operations staff in completing projects involving the retrieval, preparation, processing, manipulation, analysis, and management of data, including research and reporting functions. This position reports directly to the Operations Engineer.

**Essential Duties/Responsibilities:**

- Track and graph daily production trends; report variances.
- Monitor daily production using Field Direct to ensure proper functionality and complete, timely and accurate reporting. Produce daily gross and net production reports.
- Ensure all wellbore diagrams are up to date on all operated wells. Maintain WellView database for all operated and non-operated wells.
- Conduct research, gather and analyze information and perform economic analysis in support of AFE preparation.
- Interact with land and accounting departments to obtain necessary information for tracking AFE's.
- Conduct project economic analysis using Aries.
- Provide invoice coding and cost control support.
- Maintain spreadsheets, electronic well files and hard well files.
- Track information for non-operated properties and assist Operations Engineer with analysis.
- Assist with EH&S programs and regulatory compliance, reporting, applications and filing.
- Provide budgeting, cost tracking and analysis support.
- Prepare weekly operations report.
- Assist in tracking material transfers.
- Production accounting and regulatory reporting.
- Oil and gas marketing contract compliance; gas nominations and gas control; monitor pipeline and partner imbalances.
- Produce monthly crude oil inventory report.
- Other projects as assigned by Operation Engineer.
- Maintain 100-day plan and workover and recompletions schedule.

**Other Duties/Responsibilities:**

- Assist in developing and monitoring Company's business plans and budgets.
- Prepare graphical presentation of data using PC and Microsoft Office software.
- Develop and maintain various spreadsheets as needed.
- Assist in preparation of reports and presentation material.
- Prepare statistical tables as required.
- Complete special projects as assigned.
- Contribute to solve problems and accomplish Company goals as necessary or as directed by the Operations Engineer.

**Supervisory Duties:** None

**Knowledge, Skill and Ability:**

- Proficient use of all MS Office software applications.
- Internet research skills.
- Proficient use of personal computers and various office machines.
- High level of organizational, administrative and secretarial skills.
- Ability to handle multiple activities simultaneously while maintaining prioritization and organization.
- Requires a professional and helpful attitude.
- Must be a self-starter with the ability to sustain effort and meet deadlines.
- Flexibility to work overtime as required.
- Self-motivated with the ability to work efficiently with minimal supervision, set priorities and interface with others.
- Strong written and oral communication skills.
- Ability to think creatively in solving business problems.
- Ability to think clearly in stressful situations and work with frequent interruptions.
- Leadership, poise, integrity and excellent interpersonal skills required.
- Sensitivity to confidential matters.
- Ability to make independent decisions/judgments about work priorities.
- Self discipline and strong work ethic.

**Educational or Formal Training:**

- Engineering degree required
- Bachelor of Science in petroleum engineering preferred

**Experience:**

- Minimum 1 year relevant experience required
- Oil and gas company or service company experience required

**Working Environment:**

- Office environment
- Frequent prolonged and irregular hours required
- Some travel may be required

Talascend is an Equal Opportunity Employer (E/O/E).

To view a complete listing of our available positions, please visit our website at [www.talascend.com](http://www.talascend.com).