



**Job Title:** Senior Land Agent

**Department:** Land

**Location:** Carrollton, OH

**Summary:**

This individual will lend daily oversight of the regional land function through regular meetings with contract land staff and other personnel. This person will coordinate the daily acquisition, review the land acquisitions, revise addendums, and coordinate landowner meetings. This person will also be required to attend critical meetings, interact with the contract crew, and keep Management informed of issues, concerns and critical decision making items as they arise. Ensures that the weekly reports are timely done and accomplished accurately.

**Education/Qualifications:**

1. BA/BS degree required, or equivalent experience.
2. Minimum 5 years Landman experience, some in a supervisory capacity.
3. PLM degree a plus.
4. RPL or CPL license/certification preferred.
5. AAPL and local Landman's Association membership desirable.

**Requirements/Skills:**

1. Keen knowledge of local and regional oil and gas laws and regulations.
2. Must be able to draft, negotiate and review land and legal documents.
3. Microsoft Office experience required.
4. Highly developed communication and inter-personal skills.
5. Good organizational skills.
6. Must be able to multi-task and be a team player.
7. Valid Driver's license.

**Job Duties and Responsibilities:**

- Interact and guide the acquisition crews on a daily basis. Make decisions regarding the terms of agreements being negotiated for Rex. Represent Rex Energy in the Region.
- Hold and coordinate regular meetings with the acquisition crews so company guidelines and mandates are followed. Attend joint landowner group meetings or with critical landowners requiring a corporate presence. Guides discussions and decisions such that critical decisions regarding the acquisition process can be made on the spot.
- Ensure that the land reports from the field are accurate and accomplished on time. Lends support to the acquisition crew and is involved in assisting with document addendum changes that may be submitted by attorneys representing landowners.
- Keep Management fully informed about leasing and negotiating issues and competition offers as they are learned. Communicates directives from Senior Management to the crews and ensures all guidelines are followed.
- Stays in touch with local and regional oil and gas competitor activities and communicates with Management regarding issues as they may impact corporate decision-making in the region.
- Drafts and prepares leases, right of ways, deeds or easements or such other legal documents as needed for use in the regional office.