

PROJECT ANALYST

Job Location: Ventura, CA

InterAct provides a broad range of professional engineering and project management services to the international oil and gas industry. We assist our clients at every stage in the oilfield life cycle, from field development through the production phase to facilities decommissioning and abandonment.

We are currently looking for a full time, entry level Project Analyst to assist our Wellbore Diagramming and Regulatory Compliance team with well file review, diagram production, quality assurance and other technical analysis support.

This Job Description is not to be considered exhaustive. Job Holder is expected to contribute to other activities outside the scope of this Job Description.

PRINCIPAL DUTIES and RESPONSIBILITIES

- Performs oil and gas wellbore history review, data collection, and drafting.
- Performs in depth analysis and interpretation of historical wellbore files, related online databases, and supporting data logs in order to accurately depict the current physical status of each wellbore.
- Drafts wellbore diagrams using an Excel based database and automated wellbore drafting program that requires proficiency in Excel formulas and conditional formatting.
- Drafts wellbore diagrams using alternate software packages, such as MS Publisher, or CAD.
- Performs initial quality assurance checks of prepared wellbore diagrams in preparation for final review.
- Performs final review and quality assurance of wellbore diagrams once sufficient experience and proficiency and has been demonstrated.
- As skills allow, performs CAD-based facility layout drawings, piping & instrumentation diagrams and other technical illustrations as needed.
- As skills allow, provides GIS mapping support using company in-house GIS software (ArcGIS) and biological data on regulatory agency GIS databases.
- Assists in a variety of other projects by providing technical support to Project Managers such as software expertise, document proofing, formatting, or editing, etc.
- Assists Project Managers in the areas of Land Use, Environmental Compliance, Regulatory Compliance, Permitting, Risk Evaluation, and other technical evaluations

SKILL REQUIREMENTS

- Highly detail oriented, ability to work independently with limited supervision once trained
- Ability to focus with extreme attention to detail for extended periods of time
- Desire an aptitude for learning in fast-paced environment
- CAD and/or GIS skills and experience a plus
- Good spatial reasoning, logical analysis and interpretation of a variety of data
- Proven ability to work in a team environment, receive constructive feedback, and adapt to changing project requirements
- Excellent communication skills, both verbal and written
- Experience in oil well file history review and diagram or familiarity is a plus
- Demonstrates proficiency in technical writing with the ability to communicate ideas and data in a clear and orderly manner, both verbally and graphically.

SPECIFICATIONS

- Associates Degree or Bachelor's Degree in a relevant discipline or currently attending school majoring in a technical field.
- 1-3 years' technical work experience, whether through internships or full time employment is preferred.

We offer an extensive benefits package that includes medical, dental, and vision insurance; basic and dependent life insurance policies; voluntary term life insurance; long term disability benefits; flexible spending accounts for medical and dependent care; 401K retirement plan; and supplemental insurance through AFLAC.