

Administrative Assistant

Oil & Gas Working Interest Office

SWC Production, Inc. • Oklahoma City, Oklahoma

About the Role

SWC Production, Inc. is a long-established, family-owned oil and gas working interest business based in Oklahoma City. We are seeking a detail-oriented Administrative Assistant to keep the office organized and running smoothly. This is a trusted, behind-the-scenes role that supports the owner directly and serves as the central point for the company's records, correspondence, and day-to-day administration. It is an excellent fit for someone with oil and gas office experience who enjoys bringing order to documents, deadlines, and details.

Key Responsibilities

- Maintain and organize the company's physical and digital records, including well files, leases, division orders, authorizations for expenditure (AFEs), and pooling documents; scan, index, and file incoming materials.
- Pull and provide documents on request, retrieving well, lease, ownership, and title records quickly and accurately.
- Process incoming operator correspondence such as AFEs, pooling notices, division orders, joint interest billings, and revenue statements; flag time-sensitive items for the owner's attention.
- Support bookkeeping and tax preparation by gathering and routing statements, K-1s, and tax documents, and coordinating with the company's outside bookkeeper and accountants.
- Help maintain ownership interest and revenue records across the company's wells.
- Serve as a point of contact with operators, accountants, and other outside professionals.
- Handle general office administration, including mail, correspondence, scheduling, and vendor coordination.

Qualifications

- Prior oil and gas office experience strongly preferred (division order, lease records, revenue, land, or related administrative work).
- Strong organizational skills and exceptional attention to detail.
- Discretion and good judgment in handling confidential financial information.
- Proficiency with Microsoft Office (Excel, Word, and Outlook) and comfort with document scanning and management.
- Familiarity with oil and gas terminology such as working interest, royalty, AFE, pooling, joint interest billing, and division order is a plus.
- Self-directed and reliable, with the ability to manage recurring deadlines independently.
- Associate's degree or equivalent professional experience.

What We Offer

- Health and dental insurance
- 401(k) retirement plan
- Paid time off

- A stable, low-drama work environment with a small, collegial team and direct access to ownership.

Details

Location: Oklahoma City, Oklahoma (in-office)

Schedule: Full-time

How to Apply

To apply, please complete our brief online application form:

<https://forms.gle/tej4BdAfaMkss9Ey9>

SWC Production, Inc. is an equal opportunity employer.