

Legal Administrative Assistant

Goodnight Midstream owns and operates an extensive network of reliable produced water gathering and disposal systems in three of the country's most active oil plays - the Williston Basin, the Permian Basin and the Eagle Ford shale.

Our midstream approach minimizes environmental impact and improves health and safety while lowering lease operating expense and improving reliability for our customers. Goodnight is supported by a team of highly experienced engineers and operating professionals.

Job Summary: This non-exempt position will report to the General Counsel, and provide a high level of legal support, such as, research, analysis, proofreading various legal documents, as well as general administrative support work. We are looking for someone who is proactive, self-motivated, and able to work autonomously.

Responsibilities

- Prepare, review and revise legal correspondence, documents and forms.
- Handle document and file management of a wide variety of legal matters.
- Assist department in maintaining and tracking of legal requests as part of the company-wide legal intake process.
- Review and proofread a variety of contracts and agreements, such as gathering agreements, disposal services agreements, transportation agreements, etc.
- Assist legal counsel with management and tracking of all regulatory and permitting processes/documents.
- Coordinate and manage travel/meeting schedule and arrangements, and calendar as needed.
- Perform various clerical duties including responding/creating emails, photocopying, printing, mailing documents, expense tracking, and reporting, electronic and physical filing of documents, etc.
- Review, organize and properly take action on incoming mail and other correspondence.
- Coordinate with internal staff, at all levels, and interact with external clients as needed.
- Other duties and projects, as assigned.

Education and Experience:

High school diploma, general education degree (GED), or equivalent required. Associates degree or higher preferred. At least, 2-4 years of experience in a related support role, in a professional office setting, is required as well as at least 1 year of oil and gas industry experience. This candidate must have strong word processing and PC skills, including proficiency with Microsoft Office products. Knowledge and experience with legal processes, terminology, basic contracts/agreements and transactional document processing is needed for this role. Familiarity with pulling information from oil and gas regulatory agency websites for the States of Texas (Railroad Commission of Texas) and New Mexico (Oil Conservation Division) is a plus.

Ideal candidate will be reliable, self-motivated, and will possess excellent customer service skills. Attention to detail, use of discretion, maintaining confidentiality, as well as the ability to exhibit tact and diplomacy, are also required. Ability to work independently, anticipate needs, multi-task and meet deadlines is a must. Excellent verbal, written, and interpersonal communication skills, and ability to interact with all levels of individuals, including executives, is required. Regular exercise of initiative, proactive thinking, and good judgement is a must.

Working Environment/Physical Requirements:

Working conditions are normal for an office environment. This position must be able to move around the office 20% of the time; This position constantly operates computers, phones, printers and other office productivity machines (e.g., fax machine, copier, printer, etc.). Occasional lifting required up to 10 lbs. This position requires frequent communication and exchange of information verbally and in writing. This position must be able to inspect and observe information on a computer screen at least 80% of the time.