W&T OFFSHORE, INC.
We are an independent oil and natural gas exploration & production company, operating offshore properties for over 25 years. We are focused primarily in the Gulf of Mexico area, where we have developed significant technical expertise and where the high production rates associated with hydrocarbon deposits have historically provided us the best opportunity to achieve a rapid payback on our invested capital. Our senior management team has achieved considerable technical expertise and industry experience and is continuing to attract top talent in the energy industry.
We are headquartered in Houston, Texas and trade on the NYSE under the symbol "WTI". Find out more at www.wtoffshore.com.

We are currently seeking a **Marketing-Contract Administrator** for Houston, TX.

Summary:
Responsible for the administration of all Marketing Contracts and assisting with product imbalances.

Responsibilities:
- Responsible for the organization and administration of all Marketing contracts.
- Assists with company's product imbalance position as follows:
  1) Review and administer product balancing agreements and ensures proper compliance by the marketing representatives.
  2) Maintain Company's gas imbalance agreement database.
  3) Obtain and review monthly gas imbalance statements
  4) Assist with oil imbalances as needed. Evaluate producer claims or settlement offers made pursuant to product imbalances. Pursues resolution if warranted and beneficial to Company.
  5) Proactively pursue resolution\settlement of product imbalances with other producers to protect and benefit Company.
  6) Notify Accounting immediately upon the recognition of potential liabilities.
  7) Review and update applicable SOX narratives and oversees compliance.

- Direct the creation, in conjunction with Marketing personnel, of a comprehensive contract listing of all Marketing Contracts.
- Administer the data book containing ownership and flow schematics for gas, oil & ngls.
- Responsible for maintaining Marketing's pricing data.
- Assist other Marketing personnel with any ad hoc marketing studies.
- Run LEXCO OWL database reports\maps to assist marketing reps in flow research.
- Participate in cross-functional teams.
- Communicate with working interest owners.

Qualifications:
- Bachelor's degree, required (in Finance, Marketing or Business, preferred).
- Familiarity with contracts (marketing oil & gas) and E&P industry knowledge, preferred.
- Excellent written & verbal communication skills. The ability to effectively communicate across all sectors of corporate personnel is essential in the role.
- Interest in energy business, engineering, operations, and finance.
- Interest in the business management processes (budgeting, accounting, commercial contracting).
- Excellent interpersonal and analytical skills.
- Self starter - Willing to work & learn.
- Strong organizational and detail oriented skills.
- Proficiency in MS Office applications (primarily Word and Excel).

Working Conditions:

- Office environment primarily, Operations site environment when specific evaluation/ problems require such or possibly vendor site where required.
- Requires occasional travel outside service area
- Requires wearing personal protective safety equipment (respirators, safety glasses, hard hat, appropriate footwear, ear plugs, etc.) as appropriate when evaluating site or equipment
- Requires standing, sitting, walking, kneeling, twisting, climbing steps and/or ladders to inspect equipment when necessary
- Requires operation of a personal computer
- Must be legally authorized to work in the United States, without sponsorship.
- Local candidates preferred no relocation.

EOE- M/F/D/V

To Apply: Please send resume and cover letter with salary information to: careers@wtoffshore.com