



Indexing Technician

Join the dynamic and collaborative team at Katalyst Data Management! Katalyst is seeking an Indexing Technician who has great attention to detail. This is an exciting opportunity to play an integral role in achieving client expectations and company goals. Qualified candidates will bring a strong knowledge of seismic data and computer skills with an emphasis on excel.

- **Located in Houston**
- **Nominally 8.00am – 5pm Monday to Friday**
- **Full-time position**

The Company

Katalyst Data Management is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organization, to marketing data online, our specialized data services cater to large multinational corporations, national governments and small independents. Katalyst's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled Katalyst to provide excellence in both technologies and service qualities.

Key Responsibilities and Accountabilities

As an Indexing Technician, you must possess exceptional attention to detail. The Indexing Technician is responsible for the capturing of metadata of our client's subsurface data while meeting client requirements and specifications. In this role, you will be assigned jobs for various clients/regions and will be expected to catalogue the data using Katalyst workflows and processes.

Key Responsibilities

- Index data using various software tools including; EXCEL, KIT, iGlass, etc. using PC and Linux work stations.
- Research lines and data within iGlass to identify/prevent duplication as per client profiles.
- QC data using internal tools.
- Identify sources of spatial information and submit for loading to GIS team.
- Update Work Management Tool with comments and billing information for each job.
- Initiate communication with Account Managers and Archivers to solve problems related to data.

Skills Required

- Highly proficient in oral and written communication proficiency in English
- Interacts with people effectively; able and willing to share and receive information; cooperates within the group and across groups with a strong emphasis on teamwork
- Strong computer skills with an emphasis on Microsoft Excel
- Pays close attention to detail, accuracy, and completeness; shows concern for all aspects of the job
- Ability to work transparently with minimal supervision

Required Education and Experience

- High-school diploma or equivalent
- 2+ years seismic data experience

Applications can be emailed in confidence to jobs@katalystdm.com.