



## Computer Operator – 2<sup>nd</sup> & 3<sup>rd</sup> Shift

*Join the dynamic and collaborative team at Katalyst Data Management! Katalyst is seeking a Computer Operator with an understanding of subsurface media types and formats. This is an exciting opportunity to play an integral role in achieving the company's goals. Qualified candidates will bring strong attention to detail, an ability to work in a fast paced environment and a great attitude.*

- **Located in Houston**
- **2<sup>nd</sup> and 3<sup>rd</sup> shifts available (salary differential offered to 3<sup>rd</sup> shifters)**
- **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**

In this role, you will be responsible for the accurate transcription of E&P data from various media types to digital storage, as well as the outputting of digital data to other media types. The Computer Operator requires a basic knowledge of subsurface data and media formats along with the ability to understand and comply with the individual requirements of each client and project.

### **Key Responsibilities**

- Ensure daily goals, as set by supervisor and team lead, are met.
- Distinguish between various data formats and media types in order to format/convert subsurface data.
- Transcribe data using various media, drives and software.
- QC subsurface data against media labels and indexed information.
- Update internal applications with comments and billing information for each job.
- Use tape cleaning devices to clean tapes (9-tracks) prior to reading.

### **Skills Required**

- Safety first mentality
- Strong computer skills with an emphasis on Microsoft Excel
- Ability to lift up to 50lbs (23kg) and adhere to company safety standards
- Strong communication skills, both written and verbal
- Team-oriented

### **Required Education and Experience**

- High school diploma or equivalent
- 3+ years working in the E&P industry or related experience
- Knowledge of E&P data management requirements and expectations

### **To Apply**

Resumes can be emailed in confidence with the subject line "Computer Operator – Houston" to [jobs@katalystdm.com](mailto:jobs@katalystdm.com).