



Supervisor, Scanning Operations

Join the dynamic and collaborative team at Katalyst Data Management (Katalyst)! Katalyst is seeking a Scanning Supervisor for the 1st shift who has great attention to detail. This is an exciting opportunity to play an integral role in completing company projects. Qualified candidates will possess knowledge of seismic and well data support documents and the ability to supervise the scanning team and project production.

- **Located in Houston**
- **Full-Time Position**
- **1st Shift Available, Monday – Friday 6:00 am – 2:30 pm**

The Company

Katalyst Data Management (Katalyst) 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 coordination and monitoring of the scanning department as it pertains to the scanning of physical records to digital formats. The Supervisor, Scanning requires the ability to understand and comply with the individual requirements of each client and project, as well as manage the client deliverables in an efficient and safe manner for employees and clients.

Key Responsibilities

- Maintain a safe and healthy workspace through audits and training.
- Supervise, manage and monitor the project operations and scanning personnel.
- Train, motivate, coach and evaluate associates in all areas of job duties using established Katalyst methods and standards.
- Provide tools, training and supplies for associates and team leads to complete their project workflows.
- Analyze the associates work load, activities and make changes to maintain a productive and balanced project work flow.
- Provide scanning shift performance and project metrics reporting that measure the critical success factors of the project team and client deliverables.
- Communicate to management of project progression and obstacles and include recommend solutions.
- Coordinate with managers, shift supervisors and team leads, to ensure work is completed and associates are managed on their shifts in a way that consistency is maintained across the project team and shifts.
- Exhibit positive, supportive behavior in all interactions with co-workers, managers and clients.
- Assist in the new hire interview, training and evaluation process.

Skills Required

- Lead with safety first mentality.
- Demonstrate high proficiency in oral and written communication in English in communicating with employees, management and clients.
- Possess strength in computer skills with an emphasis on Microsoft Office.
- Display strong team work and interpersonal skills.
- Understanding and knowledge of geophysical/geological data and terminology.

- Strong organizational skills and ability to multitask according to client's specific priorities and requirements.
- Takes department responsibility for job performance and adheres to commitments.
- Ability to comprehend the functions and capabilities of new technologies and standards.

Supervisory Responsibilities

The Scanning Supervisor manages and oversees the work performed by all local Scanning Technicians. The Supervisor will be responsible for reporting KPI and for the overall performance of their shift.

Required Education and Experience

- High-school diploma or equivalent
- 3 – 5 years of experience with document and wide-bed scanning
- 2+ years of experience in the E&P industry
- 3+ years leading teams

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