



Account Manager

Join the dynamic and collaborative team at Katalyst Data Management (Katalyst)! Katalyst is seeking an experienced Account Manager with great communications skills who is comfortable working with minimal supervision. 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 subsurface data management.

- **Located in Oklahoma City**
- **Nominally 8:00 a.m. – 5:00 p.m. Monday - Friday**
- **Full-time position**

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 have enabled Katalyst to provide excellence in both technologies and service qualities.

Key Responsibilities and Accountabilities

As an Account Manager, you must possess exceptional time management, organizational and multi-tasking skills as well as outstanding communication skills. Our ideal Account Manager is a detail-oriented team player who can hit the ground running, enjoys looking for the "story" in our client's data and can build strong relationships with clients. In this role, you will be the main point of contact for clients and will coordinate, manage and communicate client expectations and deliverables to the operations team. The Account Manager also oversees all jobs and projects while providing quality control, reporting and billing information as required. The Account Manager also provides support to the Business Development Team in all data management contracts and bid processes.

Key Responsibilities

- Provides effective client communication, updates on projects, addresses requests in a timely manner and schedules and attends meetings as needed.
- Coordinates, manages and monitors the day to day workload for assigned clients to ensure obligations are being met.
- Maintains all contracts and profiles; works with internal teams to make sure SLA's are understood and being adhered to.
- Creates project plans for large scale projects and works with department team leads to help schedule internal resources.
- Prepares monthly reports for internal and external users that include account status reports, project updates and contract and price list expiration dates.
- Coordinate and QC all client billing, ensuring pricing is accurate to client's contract and all invoicing is accounted for by month end.
- Provide data management services that include; occasional data loading, QC of data to ensure client requirements are met, handling of problem data, updating client metadata.

Skills Required

- Uses sound judgment to make good decisions based on information gathered and analyzed.
- 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.
- Pays close attention to detail, accuracy and completeness. Shows concern for all aspects of the job and follows up on work outputs.
- Takes personal responsibility for job performance and adheres to commitments.

- Strong oral and written communication proficiency
- Advanced Microsoft Word and Excel skills

Required Education and Experience

- Post-secondary education or related experience
- 5+ years working in the E&P industry
- Knowledge of E&P data management requirements and expectations
- 3+ years working with clients

Occasional regional and international travel may be required.

Applications can be emailed in confidence to hr-us@katalystdm.com