

QC Manager

Join the dynamic and collaborative team at Katalyst Data Management (KDM)! KDM is seeking a QC Manager 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 (KDM) 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. KDM'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 KDM to provide excellence in both technologies and service qualities.

Key Responsibilities and Accountabilities

As QC Manager, you must possess exceptional attention to detail and extensive knowledge of subsurface data management workflows. The QC Manager is responsible for managing the day-to-day activities of the QC workgroup Team responsible for ensuring the quality of subsurface data, and related metadata, adheres to quality standards and accomplishes client/project requirements.

Key Responsibilities:

- Research seismic lines/surveys, wells, and corresponding data within iGlass to identify/prevent duplication as per client profiles.
- Manage coordination between Indexing/QC team and the GIS team to Identify sources of spatial information and ensure accurate spatial data is submitted for loading to GIS team.
- Review Account Manager feedback for QC jobs that require attention and follow-up with team.
- Assign jobs to QC staff and monitor productivity and quality to ensure that QC team activities align with Business goals.
- Identify, communicate, and resolve issues within QC workgroup to ensure production targets and project deadlines are achieved.
- Accountable for training documentation and training of QC staff on tools and processes. Improve existing Indexing and QC processes, and develop new processes, to increase efficiency and quality of indexes.
- Identify and communicate indexing errors to Indexing Supervisor and Indexing team. Provide guidance and training as needed to resolve such issues.
- Monitor and balance TSM loading of data and report issues with files.
- Forecast, monitor, and report QC productivity to Management weekly.
- Evaluate QC staff performance and provide feedback and additional training as needed.

Skills Required:

- Highly proficient in oral and written communication proficiency in English.
- Strong computer skills with an emphasis on Microsoft Excel.

- Strong knowledge of geophysical/geological data and terminology.
- Strong team work and interpersonal skills.
- Pays close attention to detail, accuracy, and completeness. Shows concern for all aspects of the job.
- Possess a strong knowledge of indexing workflow; has the ability to work independently.
- Ability to comprehend the functions and capabilities of new technologies and standards.
- Promote safety first environment.

Required Education and Experience

- High-school diploma or equivalent.
- 8+ years' experience in the E&P industry.
- 3+ years leading teams of five or more.

Please email resumes in confidence to hr-us@katalystdm.com.