



## Available Job Opportunity: Regulatory Compliance Analyst

This is a full-time on-site and hybrid role based in Allen, Texas.

CapturePoint is seeking a highly capable, detailed-oriented, self-motivated candidate to prepare and submit regulatory and compliance filings (including permits, licenses, certifications, and other applications required by governmental agencies) for our Texas and Oklahoma oil and gas assets. The position is responsible for ensuring the company's activities are conducted ethically and in full compliance with all relevant laws, regulations, and standards at the federal, state, and local level.

### Qualifications:

- B.A. degree (preferred but not required)
- Comprehensive knowledge of environmental regulations and safety standards applicable to Oil & Gas (including CO<sub>2</sub>-EOR) operations

### Requirements:

- Expertise in preparing and filing regulatory and compliance reports (3+ years required)
- Background in permits and applications in Texas, Oklahoma, and Louisiana for injection wells, saltwater disposal, co-mingling, and other similar oil & gas and CO<sub>2</sub>-EOR operational requirements (3+ years preferred)
- Experience with Railroad Commission of Texas filings (strongly preferred)
- Ability to read and understand a well bore schematic (a plus)
- Excellent project management skills, including ability to multitask and concurrently manage multiple permitting and reporting filings
- Self-motivated, with ability to work independently and in fast-moving groups as well as a willingness to seek guidance when needed
- Adaptability, with ability to work under pressure to meet tight deadlines
- High levels of attention-to-detail and commitment to accurate recordkeeping
- Strong Microsoft Office skills (required)
- Excellent communication skills (oral and written)

### Duties:

- Manage all regulatory and permitting activities associated with oil and gas assets
- Prepare and file regulatory and compliance applications and reports
- Ensure documentation and payments are timely submitted to agencies
- Respond promptly to governmental oversight requirements and regulatory filing requests, as well as interacting with agencies in a professional and influential manner

**Apply** by sending your resume to [jobs@capturepointllc.com](mailto:jobs@capturepointllc.com). Indicate that you wish to be considered for the Regulatory Compliance Analyst position. We will contact you if you qualify for an interview. No phone inquiries please.