

QEP Energy Company

Contract Negotiation Specialist (900538) – Oklahoma City, OK.

NOTE: Depending on applicants' qualifications, this position may be filled at the **Senior Contract Negotiation Specialist** level.

Position is exempt and compensation will reflect market rates based on the QEP Resources Compensation Plan.

To apply for this position: Fax a resume and attached Self Identification Survey to Frances Bosch at 801-324-2782 (specify job number and salary requirements) or email to careers@qepres.com.

Duties and Responsibilities

Successful candidate will assist in contract administration within the QEP companies. Duties will include negotiating new or modifying existing gas and oil sales contracts, negotiating other agreements related to the sale of oil and gas, and negotiating new well connection agreements. Must be able to coordinate between production and marketing groups, provide product pricing analysis and perform other duties as assigned.

Work Conditions

Requires: May require overtime for project completion or to meet deadlines; prolonged use of a computer keyboard; and knowledge of standard office equipment.

Minimum Qualifications

- **Knowledge** of: basic office skills, natural gas industry terminology and processes, and the Microsoft suite of products (Excel, Word, Access, Outlook).
- **Skill** in: data entry, producing spreadsheets, Access reports, and helpful to have Excalibur experience.
- **Ability** to: prepare summaries and reports; communicate effectively orally and in writing; understand and clarify oral and written instructions; handle & maintain confidential information; exhibit high level of self management skills; be courteous to co-workers and customers; follow directions from supervisors; and refrain from abusive or profane language and behavior in the workplace.
- **Requirements:** 2-3 years experience performing similar duties; Bachelors degree in related field preferred; regular attendance; and must adhere to the QEP Resources Business and Compliance Policy.

QEP Resources is an Equal-Opportunity Employer and a Drug-Free Workplace.



Confidential Applicant Voluntary Self-Identification Survey

AN EQUAL OPPORTUNITY EMPLOYER
P.O. BOX 45433, SALT LAKE CITY, UT 84145-0433

Position Applied For	Applicant Name (Last, First, Middle)	Date Completed

Equal Employment Opportunity Notice: Every qualified person has an equal opportunity for hire, assignment, and advancement without regard to race, color, religion, age, gender, disability, veteran status, sexual orientation, national origin or any other class protected by law.

QEP Resources is subject to mandatory federal government reporting and recordkeeping requirements for the administration of employment laws administered by the U.S. Department of Labor and the Equal Opportunity Commission. As a result, we ask you to **voluntarily** self-identify your race/ethnicity, and gender. Your completion of this form is **voluntary**, and refusal to complete will not subject you to any adverse treatment. The information will be kept confidential except to government officials engaged in enforcing employment laws, and will be kept in a secured environment with limited access.

Race/Ethnicity: Please mark the race/ethnicity category with which you primarily identify.

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above five race categories. Please identify the applicable races by marking the appropriate categories above.

Gender:

- Male
- Female

Thank you for your cooperation.