



JOB DESCRIPTION

Position Title:	GoM, Operations Technician	Position Type:	Exempt
Department/Group:	GoM Corporate	Location:	Houston
Reports To:	Chief Wells Engineer, GOM	Direct Reports:	0

Company Description

Kosmos Energy is a leading deepwater exploration and production company that is focused on meeting the world’s growing demand for energy. We own a diversified production portfolio consisting of world-class gas developments and value creating exploration opportunities in the basins where we operate.

Our key assets are located offshore Ghana, Equatorial Guinea, the U.S. Gulf of Mexico, and a world-class gas development project offshore Mauritania and Senegal. We own exploration acreage in proven basins offshore such as Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.

Kosmos is an ethical and transparent company that is committed to doing things the right way. The company’s Business Principles articulate its commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Corporate Responsibility Report. For additional information, visit www.kosmosenergy.com.

Basic Function

The GoM Operations Technician provides administrative and technical support to the drilling and completions departments. Tasks include, but are not limited to, entering, verifying, analyzing, and reporting drilling and completion data and information. The GoM Operations Technician works closely with Drilling and Completion Engineers, the Drilling Superintendent, and the Vice President of Operations to deliver well plans and designs for offshore deepwater projects. Working knowledge of industry standards and local regulatory requirements should be developed during the Analyst’s career.

Essential Responsibilities and Job Duties

- File and retrieve engineering data and designs
- Maintain and distribute daily, weekly, and monthly reports
- Compile and finalize weekly operations meeting reports
- Tracks drilling/completion Authorizations for Expenditure (AFEs)
- Verification of invoice costs per work orders in place
- Assists Corporate insurance and audit with costs associated with claims
- Oversight of daily cost reporting as reported by offshore operations
- Tracking of monthly accruals
- Rushmore data submission
- Develop, track, and file purchase orders documentation
- Track, organize, and refine cost estimates and actual costs as directed
- Compile, distribute, and file daily completion and abandonment drilling reports to appropriate personnel
- Prepare End of Well reports for well partners and confirms required information is retained and filed properly



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- Prepare documentation and presentations for portfolio presentations
- Assemble, organize, and electronically file Worst Case Discharge documentation with assistance from Drilling Engineers
- Maintain and update days versus depth charts for drilling, completion, and abandonment activities
- Generates and compiles information required for regulatory compliance per Engineer's and HSE's direction
- Provides cross training to other Analysts as requested
- Performance Tracking for Drilling & Completions (operated and non-operated)
- Assist operations department with Drill Well on Paper (DWOP) planning and execution
- Assist Operations/HSE/H.R. departments with onboarding of rig personnel
- Drilling/Completion program binder set up
- Assist with entry of expense reports for department
- Schedules meetings for department
- Sets up lunch and learns with vendors
- Orders PPE/Supplies for department
- Collect information from department and create presentations for Senior Leadership Team
- Assist with annual emergency response exercise planning and execution
- Assist with event coordination with external parties
- Other responsibilities as required

Qualifications and Education Requirements

- Minimum of 5 years of experience with at least 3 years working in deepwater well operations.
- A bachelor's degree or industry related field experience.
- Computer skills, with above average proficiency using applications such as Microsoft PowerPoint, Word, Excel and Outlook

Attributes

- Dependable, and known for delivering results.
- Ability to handle multiple tasks and to coordinate efforts with other departments as required.
- Presentation skills and ability to work within a diverse group.
- Strong interpersonal and communication skills.
- Proven ability to prioritize and multi-task.
- Strong organizational skills.
- High achiever. Highly motivated, and relish the challenge at hand

Travel Requirements

Position could require approximately 10-20% domestic travel.



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Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	