

Tudor, Pickering, Holt & Co. is a leading integrated investment bank focusing on the energy industry. Headquartered in Houston, Texas, the firm has offices in Denver and New York, and an affiliate in London. In addition to a securities firm, this growing company has a private equity business and an asset management division.

This dynamic 170+ person firm is seeking an Information/Knowledge Manager for the various divisions in our holding company structure headquartered in Houston, Texas. We seek an outstanding candidate to serve as the point person for the collection and distribution of firm wide resource information. The incumbent will spearhead the overall knowledge of, procurement, distribution and innovative use of public energy data. This position will report to the President of Investment Banking.

Job Description: Knowledge Manager

Responsibilities:

- Manage the collection and dissemination of relevant industry information firm-wide including, but not limited to: maps, periodicals, software, podcasts, recurring reports
- Manage and procure public energy information in a cost effective manner
- Assess and compile firm's current information, building knowledge content and implement changes as needed
- Provide technical, written or verbal support to promote data collection, availability, and usage firm-wide
- Prepare and format reports, organize data as requested
- Provide precise and rapid responses to information requests
- Obtain more complete and accurate information gathering for employee's utilization
- Ad hoc reports, requests and projects

Qualifications:

- College degree with strong analytical background
- 5 years + experience in the energy industry, investment banking, or equity research is preferred
- Strong analytical, financial and research skills
- Strong interpersonal skills and proven ability to develop and maintain effective working relationships across teams firm wide
- Strong managerial skills with the ability to plan, organize, coordinate and implement work inputs from several sources and manage delivery of multiple outputs
- Strong computer skills
- Strong oral and written communication skills
- Well organized, very detail-oriented, and high energy
- Ability to work under pressure and to multi-task
- Self-motivated and capable of working independently on multiple projects
- Strong knowledge of copyright laws and regulatory regimes aiding in the reduction of legal liability

Tudor, Pickering, Holt & Co. offers a competitive salary and bonus opportunity commensurate with experience. Excellent benefits package & parking provided. EOE. Qualified and interested candidates should send their resumes with salary history to: Resumes@tudorpickering.com. No calls please.