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Job Title: Business Operations Coordinator

Department: Executive

Reports To: CEO

Job Type: Full-Time, Exempt

Location: Remote

Who We Are

At Rebellion Energy Solutions we are ensuring that social and environmental value is included in our nation's energy equation. With over 120,000 abandoned or orphaned oil and gas wells nationwide, we are committed to bringing energy, environment, and markets together to drive responsible completion of the oil and gas well lifecycle on behalf of all our neighbors.

Using carbon markets, we are incentivizing the clean-up of orphan wells and providing a platform for investment in sustainability. We are committed to decommissioning legacy oil & gas wells properly and restoring lands with pride of ownership and a legacy of health and beauty for future generations.

About the Role

The opportunities ahead of us for orphan well clean-up and land restoration at scale are great. As our work and team expand, we are seeking a Business Operations Coordinator to join our team. The Business Operations Coordinator is a pivotal role, ensuring the smooth execution of daily functions and the successful implementation of strategic initiatives. With a keen eye for detail and a talent for cross-departmental communication, the Business Operations Coordinator plays a critical role in maintaining efficiency and facilitating the seamless collaboration necessary to meet the company's objectives.

The Business Operations Coordinator role is 100% remote and reports directly to the Chief Executive Officer, providing cross-departmental operational support.

Responsibilities:

- **Vendor and Facilities Management**
 - Serve as the primary liaison for external vendors and service providers to ensure high-quality service.
 - Coordinate with our Field Supervisor for field office facilities operations, including maintenance, space planning, and IT/equipment installations.
 - Monitor and manage inventory of office, IT, and field supplies and place orders as needed.
 - Create and manage systems and workflows for vendor, contract and account management. Ensure all necessary paperwork (e.g. W-9s, Master Service Agreements) is completed, filed, and updated, as needed. Organize vendor contracts and track performance to optimize cost and service quality.
 - Confirm insurance requirements for vendors and equipment purchases. Update policies and/or secure additional insurance as needed.



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- **Finance and Accounting**
 - Complete credit card reconciliations with accuracy and in a timely manner
 - Support the monitoring, processing, and auditing of payroll and time and reporting processes.

- **Process and Workflow Optimization**
 - Design and implement operational workflows to improve efficiency across departments. Utilize company systems, like Asana and Office 365 workflows to streamline, automate, and/or optimize standard processes and procedures.
 - Collaborate with team leaders and project managers to identify inefficiencies and develop streamlined processes.
 - Research and recommend new tools or platforms to enhance operational capabilities.
 - Maintain and update documentation for internal policies, standard operating procedures (SOPs), and workflow guides.
 - Support cross-departmental initiatives, ensuring alignment with company goals and on-time delivery.

- **Data Management**
 - Administer company databases and tools (e.g. Enverus) including data entry, data pulls, reporting, and user support.
 - Establish and maintain file structure governance and efficiency in accessing and maintaining files, ensuring users adhere to guidelines.
 - Ensure accuracy, confidentiality, and access rights to company data. Finalize data rooms for external stakeholders.

- **Event Coordination**
 - Organize and manage logistics for company events (team-building activities, training sessions, celebrations) and industry conferences.
 - Coordinate event budgets, materials, and travel arrangements for attendees.

- **General Operations Support**
 - Manage schedules for the management team, including meeting coordination, travel arrangements, and event planning, as needed.
 - Prepare detailed agendas, reports, and follow-up notes for executive and company-wide meetings (including our weekly team meeting).
 - Act as the administrator and oversee the management and optimization of company systems, including the company email and main phone number, the



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company Outlook calendar, and collaboration tools such as Microsoft Teams and Asana, ensuring all users are trained and systems are organized for maximum efficiency.

- Manage IT trouble tickets by troubleshooting and resolving basic technical issues; coordinate with IT for advanced support.
- Act as the first point of contact for resolving day-to-day operational challenges, escalating as needed.
- Help document and monitor compliance with internal policies and regulatory standards, ensuring adherence across departments.
- Prepare weekly, monthly, and quarterly operational reports, presentations, and dashboards for leadership and key stakeholders.
- Support the onboarding of new employees by ordering equipment and supplies and setting up profiles on company systems.
- Act as a back-up to project managers to support the completion of administrative support tasks, as needed.

Because we know that the nature of the work that we do requires charting a new path and shifting a legacy culture within the oil and gas industry, we also value transferable skills from complementary industries and lived experiences that have offered a training ground for developing the competencies needed to excel on our team and in this role. The successful candidate for this role will have a mix of the following qualifications, competencies and commitment to our core values:

Qualifications:

- A passion for environmental justice and sustainability and desire to help chart a course in an emerging field.
- Bachelor's degree in business administration, operations management, or a related field preferred; equivalent work experience will be considered.
- 3+ years of experience in operations, administrative coordination, or a similar role.
- Experience supporting senior executives, including scheduling, travel coordination, and communication management.
- Proficiency with Microsoft Office Suite, office management systems, project management tools (e.g., Asana), and collaboration platforms (e.g., Microsoft Teams, SharePoint).
- Experience supporting financial operations, including reconciliations, payroll processes, or vendor contracting preferred.
- Familiarity with database management, managing large datasets, and reporting systems; experience with CRM tools is a plus.
- Basic troubleshooting skills for office technology and tools.
- Excellent verbal and written communication skills for cross-departmental coordination and vendor management.
- Experience preparing detailed reports and presentations for leadership.



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- Strong organizational abilities and adept at prioritizing projects to successfully complete a variety of concurrent responsibilities.
- Understanding event planning and logistics for both internal and external events.

Competencies:

- **Organization and Time Management:** Exceptional ability to prioritize tasks and manage competing deadlines in a fast-paced environment.
- **Problem-Solving and Initiative:** Proactively identifies and resolves operational challenges with minimal supervision.
- **Detail-Oriented:** Demonstrates precision and accuracy in handling data, reports, and operational processes.
- **Tech Savvy:** Skilled at using and optimizing digital tools for collaboration, data management, and communication.
- **Discretion and Confidentiality:** Maintains discretion and professionalism, especially when handling sensitive company or employee information.
- **Continuous Improvement Mindset:** Actively seeks opportunities to improve workflows, processes, and team efficiency.
- **Communication Skills:** Exhibits excellent written and verbal communication skills to effectively convey messages and collaborate with internal and external stakeholders at all levels of an organization.
- **Organizational Skills:** Maintains exceptional organizational skills to manage multiple projects, prioritize tasks, and meet deadlines in a fast-paced environment.
- **Team Player:** Thrives in a team-oriented environment, contributing positively to group efforts and supporting colleagues to achieve common goals.
- **Adaptability and Desire to Learn:** Demonstrates adaptability and willingness to learn, embracing challenges and evolving within the dynamic and emerging industry.
- **Project Management:** Effectively plans, executes, and manages projects from inception to completion while ensuring alignment with organizational goals.
- **Customer-Centric Mindset:** Focused on providing excellent service to both internal teams and external vendors or partners.

Core Values:

We are guided by our core values. As we evolve as an organization, we seek to help you live these values daily.

- **Rebellious Individuality:** Our work culture encourages you to bring your true self to the table.
- **Authentic Communication:** We nurture an open and honest team environment that allows you to share transparently in the spirit of collaboration and problem-solving, while also holding space and listening to others with the intent of understanding and finding common ground.
- **Unlimited Collaboration:** The issues we seek to solve are often layered and impact communities. To find sustainable and just solutions, everyone is welcome, always.



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- Creative Thinking: Working in an emerging industry, it is essential that you are comfortable being uncomfortable.
- Genuine Solutions: Don't focus on why we can't, rather on finding a way we can.

Compensation and Benefits

The compensation for this full-time, exempt position starts at an annual salary of \$60,000 and is based upon expertise, years of experience, and a verifiable track record of results. This compensation is accompanied by a competitive benefits package including vacation/sick leave, medical/dental/vision insurance, and 401k matching.

How to Apply

If your skills, knowledge, experience, and passion for environmental justice and sustainability align with the qualifications, competencies, and values shared above, we invite you to share your interest in this exciting opportunity.

Even if you don't "check all the boxes" above, we want to hear from you! We value the lived experiences and transferable skills that you feel make you an excellent candidate for this role and welcome the opportunity to learn more about them.

Complete our online application and submit your resume [here](#). We look forward to hearing from you!

Rebellion Energy Solutions is an equal opportunity employer, committed to nurturing a diverse, equitable and inclusive work environment that respects, values and incorporates what makes us individually unique and collectively strong. All applicants will be considered for employment without attention to race, color, national origin, ancestry, religion, age, sexual orientation, gender identity, familial status, marital status, military or veteran status, or disability status in accordance with applicable federal, state and local laws.