

Oberon Fuels *Business Administrator*

Title: Business Administrator

Classification: Exempt

Type/Hours: Full Time

Location: Remote; San Diego/Imperial Valley County areas preferred

Salary: \$50,000 - \$65,000 (based on experience)

*Outlined specifications are intended to present a descriptive list of the range of duties performed by all employees. Essential Functions are **not** intended to reflect all duties performed.*

WHO WE ARE

Founded in 2010, Oberon Fuels, Inc. is an innovative, CA-company focused on challenging the status quo to enhance lives and energize the world. We implement this vision by converting waste streams, such as dairy manure and pulp mill waste, to innovative, ultra-low-carbon or carbon-negative fuels such as dimethyl ether (DME).

DME is a powerful molecule that can be used to decarbonize transportation in three ways: 1) as a diesel replacement, 2) as a blending agent with propane to reduce its carbon intensity, and 3) as a hydrogen carrier to power fuel-cell, electric vehicles. Oberon's DME is a cost-effective, low-carbon, zero-soot alternative to petroleum diesel. Additionally, when blended with propane, DME can significantly reduce this commonly-used, clean-burning fuel's carbon intensity. In addition, DME is also a cost-effective carrier for hydrogen, making it easy to deliver renewable hydrogen for the growing hydrogen fuel cell vehicle industry. Taken together, Oberon can provide the US and global transportation sectors with practical and affordable pathways to zero-emission mobility.

We are proud to be part of a growing coalition of forward-looking vehicle manufacturers, infrastructure developers, and fuel providers who are 100% committed to making DME a key to the long-term sustainability of our local, national, and global economies. We are changing the world, one molecule at a time...and looking for team members to help move our vision forward!

JOB SUMMARY

The Business Administrator will be a very proactive and extremely detail-oriented with excellent interpersonal skills, strong speaking and writing skills, and very strong work ethic. This position will primarily provide comprehensive assistance to key leadership team members so they may focus on their primary responsibilities and maximize time and effectiveness (i.e. responsible for a wide variety of administrative support duties). In addition, this position supports the Manager, Company Operations and the Controller with administrative tasks (shipping and ordering marketing material and office supplies, responding to general inquiries, event planning) and accounting tasks (bookkeeping, reconciling invoices, emailing vendors).

On the Administrative side:

- Ordering items as needed (marketing materials, plant and office supplies, etc.)
- Shipping and mailing items to remote employees
- Scheduling, coordinating and managing travel for corporate team
- Event planning for companywide meetings.
- Prepare communications, such as memos, emails, reports and administer signatures for contracts and legal documentation
- Establishes, maintains, processes, and updates files, records, certificates, and/or other documents.
- Performs a range of operational support activities; may serve as a liaison with other departments on basic administrative and/or operational matters.
- Partner with HR to update and maintain office policies as necessary

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- Sorts, screens, and distributes incoming and outgoing mail, drafts or prepares responses to routine inquiries.
- Maintain and keep team on track of project related spreadsheets
- Assistance with scheduling meetings for teams, departments and for the CEO
- Performs miscellaneous job-related duties as assigned

On the Accounting side:

- Enter invoices in QuickBooks for payments ensuring correct approval and coding
- Match Purchase Orders with vendors' invoices by confirming prices, parts and quantities
- Coordinate with vendors regarding invoicing and payment inquiries and discrepancies
- Grant Administration – composing binder, pulling invoices, reconciling reimbursables
- Administering Accounts Payable email account
- Obtaining approval for invoices prior to scheduling for payment
- Manage corporate credit card account ensuring all charges are supported with appropriate documentation and enter into QuickBooks ensuring correct approval and coding
- Preparation of monthly bank reconciliations
- Assist in preparing weekly, monthly, quarterly and annual financial reports
- Ensure that all items are invoiced and paid on time

Requirements: Education, Traits and Experience:

- High school diploma or GED; at least 2 year of experience directly related to the duties and responsibilities specified
- 2+ years of experience supporting key leadership positions or working in a fast paced environment
- Proactive and able to work independently to make administrative decisions with limited information
- Experience with a variety of office software including Office 365, Adobe, and QuickBooks
- Travel up to 10% of the time. Ability to provide on-site support for occasional company events
- Location: Remote but preference given for location in Imperial and San Diego Counties
- Flexible and able to quickly change gears as needs are updated
- Able to collaborate on a cross functional team with merging needs
- Highly organized
- Core traits: Grit, Adaptable, Collaborative, Purpose Driven, Sense of Humor

The Oberon Fuels team is excited about its continued growth and is looking for people to join us in bringing DME to market to enable cleaner air, increased economic opportunity, and reduced emissions for all. Please visit our careers page on OberonFuels.com or the Oberon Fuels jobs section on LinkedIn. Employment is subject to successful background check and drug testing.

EEO Employer: Oberon Fuels is an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or any other protected classification.