



PEREGRINE ENERGY

Position:

Operations and HR Manager

Description

This is a unique opportunity to join a fast-growing energy infrastructure company with unique assets. The Operations and Human Resource Manager is a newly created position that will be a valuable contributor to the organization reporting to the Senior Director of Operations. The Manager will lead the daily operations function along with the human resource function. This includes managing all operations and administrative activities and collaborating closely with the Executive team to support organizational initiatives and recruitment, directly assisting employees with traditional human resource matters and performing other administrative needs. This position can be remote with local candidates in the Denver area preferred.

Key Responsibilities

Operations:

- Transition all operations functions to your responsibility.
- Oversee contract management and liaise with legal counsel.
- Coordinate and maintain corporate insurance coverage.
- Manage corporate compliance filing requirements (FinCEN, Sales Tax, etc.)
- Update corporate policies and procedures.
- Coordinate legal entity set up with Accounting and Legal
- Perform other operational duties as assigned or arise.

HR:

- Lead and manage the HR function.
- Serve as a primary point of contact on employee's questions and support requests.
- Manage senior management initiatives and provide direct support to management.
- Perform full cycle recruitment – from posting jobs, conducting candidate screening, collecting feedback, performing background and reference checks, completing to extending offers and on-boarding.
- Manage benefits plans, benefits enrollment and other benefits administration including year-end reporting and testing.
- Lead, manage and maintain the development and implementation of personnel policies and procedures.
- Maintain HRIS records and generate reporting from employee database.
- Lead the performance review process and manage disciplinary actions.
- Ensure compliance with federal and state employment regulations.
- Process year-end evaluations and documentation,
- Collaborate with visa employees and legal for ongoing visa and green card processing requirements.



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Required Skills/ Experience

- Self-directed, yet effective working part of a collaborative team
- Must be able to handle confidential information with the utmost confidence.
- Excellent verbal and written communication skills.
- Excellent organizational skills, including the ability to multi-task and adjust priorities accordingly.
- Strong decision-making and problem-solving skills.
- Working understanding of human resource principles, practices, and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Bachelor's degree in business administration or related field.
- Minimum 10 years' experience preferred.
- Industry experience in energy, development, or office management
- Experience with startups or in fast-growth environments.

Salary: \$80,000 to \$140,000 per annum based on level of experience

Bonus: This position may be eligible to receive an annual cash incentive bonus capped at a % of your base salary and on your performance review.

Benefits: Current benefits include healthcare, dental and vision plans, a 401(k)-retirement plan, group life and disability insurance.

About Peregrine

Peregrine Energy Solutions is an integrated and multi-technology clean energy platform with a focus on utility scale energy storage that was established in 2022 through a partnership between Peregrine Energy Management and a global alternative investment manager with approximately \$20 billion of assets. Peregrine Energy Solutions is a limited liability company formed in Delaware and headquartered in Boulder, Colorado.

Application format

Email your resume to: [hiring@peregrineenergysolutions.com](mailto: hiring@peregrineenergysolutions.com)

Please mention subject: OPs Manager