



Job Title: Operations Manager

Location: Las Vegas/Henderson, Nevada

Employment Type: Full-Time, Exempt

Salary Range: \$85,000 - \$115,000

Travel Requirement: Approximately 10% - 25%, with occasional early mornings, evenings, or weekend support

Reports To: Director of Operations / Chief Executive Officer

About Ecocentric

We are a mission-driven organization dedicated to environmental compliance and natural resource conservation, focusing on more than just checking boxes. Our team collaborates closely with state and federal agencies to ensure successful project execution from start to finish. Our expertise spans a wide range of services, from biological surveys and construction monitoring to advanced data management and conservation compliance. Whether managing small local initiatives or overseeing the world's largest solar-thermal facility, we prioritize excellence and sustainability.

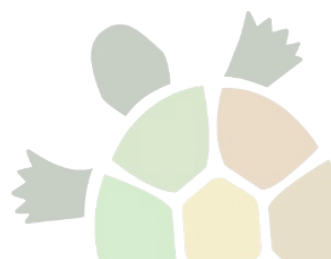
We bring unparalleled attention to detail and care to every project, including specialized services for desert tortoises and other wildlife. From mitigation implementation to habitat restoration, we are committed to doing what's right for our clients, the permitting agencies, and natural resources alike. We are proud of our commitment to delivering client satisfaction while protecting the environment.

What We Offer

- Competitive salary and comprehensive benefits package; Paid Leave
- Professional development opportunities
- Flexible work arrangements
- Collaborative, mission-driven work environment
- Training in environmental compliance and conservation practices
- Opportunity to contribute to meaningful environmental conservation projects

Job Summary

We are seeking an experienced **Operations Manager** to lead the systems, people, logistics, and administrative infrastructure that keep Ecocentric's projects and field teams operating safely, efficiently, and consistently. This position serves as the operational bridge between senior leadership, Project Management, field personnel, Project Coordination, Data/GIS, Human Resources, Finance, and external vendors.



The Operations Manager is responsible for translating project and company needs into reliable day-to-day execution. The role oversees company-wide operational workflows including workforce readiness, field logistics, equipment and vehicle coordination, travel, purchasing, vendor management, safety administration, onboarding/offboarding logistics, software and account administration, and operational SOPs. The successful candidate will be highly organized, proactive, service-oriented, and comfortable managing multiple urgent priorities in a fast-moving environmental consulting environment.

Key Responsibilities

Operations Leadership & Company Systems (25%)

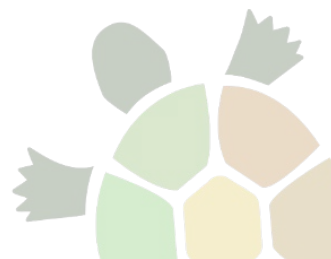
- Manage day-to-day operational systems and coordinate priorities across departments so staff have the resources, information, equipment, and access needed to perform their work.
- Develop, document, implement, and continuously improve operational policies, SOPs, checklists, forms, and workflows.
- Maintain company-wide operational calendars, readiness trackers, recurring requirements, and internal deadlines.
- Identify bottlenecks, recurring operational problems, and opportunities for automation or process improvement; implement practical solutions with leadership and department managers.
- Support senior leadership with operational planning, capacity assessment, and implementation of company initiatives.
- Maintain organized operational records within Microsoft 365/SharePoint and promote consistent document-control practices.

Field Operations, Staffing & Logistics (25%)

- Coordinate with Project Managers and Project Coordinators to support field staffing, mobilizations, demobilizations, and changing project schedules.
- Oversee field logistics including travel arrangements, lodging, rental vehicles, equipment deployment, shipping, site access, and other mobilization needs.
- Maintain visibility into personnel availability, training status, required credentials, and operational readiness; escalate gaps before they affect project execution.
- Support large and complex field efforts requiring rapid changes in staffing, vehicles, equipment, communications, or travel.
- Ensure field staff receive project-critical operational information and have functioning communication, navigation, and safety equipment before deployment.
- Coordinate after-hours or urgent operational response when field conditions, client needs, safety issues, or schedule changes require immediate support.

Fleet, Equipment, Technology & Asset Management (20%)

- Oversee company vehicles, rentals, mileage/maintenance records, inspections, repairs, insurance documentation, and vehicle assignment processes.



- Maintain inventory and assignment records for field equipment, GPS units, satellite communicators, laptops, tablets, phones, radios, telemetry equipment, safety supplies, and other company assets.
- Coordinate purchasing, replacement, repair, shipping, return, and lifecycle management of equipment and supplies.
- Administer or coordinate employee access to operational software, accounts, licenses, and devices in collaboration with Data/GIS, HR, and leadership.
- Maintain vendor relationships for vehicle rentals, hotels, equipment, communications, software, shipping, and other operational services.
- Establish controls that reduce loss, downtime, duplicate purchases, and last-minute mobilization problems.

Safety, Compliance & Risk Support (15%)

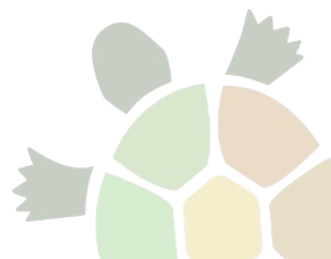
- Support implementation and administration of company safety programs, field safety procedures, incident reporting, and corrective-action tracking.
- Verify operational readiness requirements such as driver eligibility, required training, certifications, PPE, emergency communication devices, and project-specific access requirements.
- Coordinate documentation needed for client and contractor safety/compliance systems and maintain current records.
- Partner with Project Managers and field leadership to address operational safety concerns, weather-related risks, travel issues, vehicle incidents, and emergency logistics.
- Assist leadership with incident documentation and follow-through while maintaining appropriate confidentiality.

Administrative, Vendor & Financial Coordination (10%)

- Coordinate purchase requests, vendor accounts, operational invoices, receipts, and supporting documentation with the Bookkeeper/Finance function.
- Monitor operational spending and identify cost-saving opportunities related to travel, vehicles, equipment, software, and vendors.
- Support contractor and employee onboarding/offboarding logistics, including equipment, accounts, access, and return of company property.
- Maintain vendor files, service agreements, certificates, and other operational documentation.
- Support contract, insurance, licensing, registration, and business-compliance administration as assigned by leadership.

Team Leadership & Communication (5%)

- Supervise or provide functional direction to operations support personnel as the department grows.



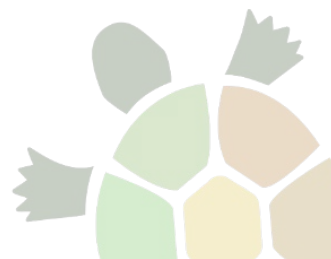
- Set clear priorities, delegate work, monitor completion, and provide coaching and feedback.
- Build productive working relationships across Project Management, field teams, Data/GIS, HR, Finance, and senior leadership.
- Communicate clearly during rapidly changing situations and maintain a calm, solutions-focused approach.
- Promote accountability, responsiveness, professionalism, and a service mindset throughout operations.

Required Qualifications

- Bachelor's degree in Business Administration, Operations Management, Environmental Science, Project Management, or a related field; equivalent relevant experience may be considered.
- 5+ years of progressively responsible experience in operations, project operations, field logistics, business administration, or a related function.
- 2+ years of experience leading staff, coordinating cross-functional work, or managing complex operational workflows.
- Demonstrated ability to manage multiple projects, deadlines, vendors, and rapidly changing priorities simultaneously.
- Strong proficiency with Microsoft 365, including Outlook, Teams, Excel, Word, and SharePoint.
- Experience with purchasing, asset/equipment management, travel logistics, vendor coordination, and administrative systems.
- Strong written and verbal communication, judgment, problem-solving, and organizational skills.
- Close attention to detail with the ability to create repeatable systems and maintain accurate records.
- Ability to handle confidential employee, financial, safety, and business information appropriately.
- Valid driver's license with a good driving record and ability to travel to project sites as needed.
- Ability to work independently, take ownership of problems, and follow issues through resolution.

Preferred Qualifications

- Experience in environmental consulting, natural resources, construction, renewable energy, engineering, or another field-based professional services environment.
- Experience supporting distributed or remote field teams across multiple states and project sites.



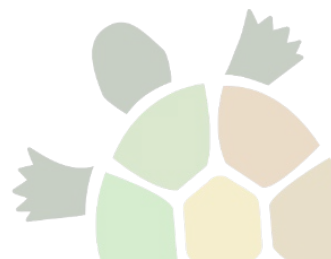
- Familiarity with environmental compliance projects and the operational needs of biological field crews.
- Experience with fleet management, satellite communication/GPS equipment, field safety systems, and remote-work logistics.
- Experience with Gusto or similar HR/payroll systems, QuickBooks or similar accounting platforms, and Microsoft SharePoint.
- Experience developing SOPs, internal controls, dashboards, trackers, or workflow automations.
- PMP, CAPM, SHRM, safety, fleet, or operations-related certification is a plus.

Working Conditions & Physical Requirements

- Primarily office/remote work with periodic visits to field sites, storage locations, vendors, and company meetings.
- Ability to travel within Nevada, California, and other project locations as operational needs require.
- Availability to respond to time-sensitive operational needs that may occasionally occur outside standard business hours.
- Ability to work in outdoor desert environments during site visits, including heat, wind, dust, rugged terrain, and active construction settings.
- Ability to lift and carry up to 40 lbs. of equipment or supplies when necessary.
- Ability to drive for extended periods and safely operate in remote locations.

Success in This Role

The Operations Manager is successful when Ecocentric teams can mobilize confidently, project support needs are anticipated rather than discovered at the last minute, company assets and operational records are controlled, safety and readiness requirements are visible, and managers can focus on technical and client responsibilities because dependable operational systems are in place.



How to Apply

Please submit your resume and cover letter to careers@ecocentricnv.com explaining your alignment with our mission and qualifications for the role. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Ecocentric reserves the right to change or modify the employee's job description whether orally or in writing, at any time during the employment relationship. Ecocentric may require an employee to perform duties outside his/her normal description. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Ecocentric is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

