



Bedrock Renewables LLC
18475 W. Colfax Ave, Suite 132
Golden, CO 80401
bedrockrenewables.com

About Bedrock

We are a small team of industry veterans focused on accelerating the deployment of wind energy in America. We are guided by the following core values and principles:

- Integrity: We say what we do; we do what we say.
- Collaboration: We build mutually beneficial partnerships with our communities, landowners, and counterparties.
- Perseverance: We creatively address and overcome obstacles as a team and with our partners.

Position Overview

Job Title: Part-Time Administrative Support

Location: Remote

We are seeking a detail-oriented administrative professional to support our team on a flexible, part-time basis. In this role, you will manage day-to-day administrative and data tasks that keep our renewable energy development projects organized and moving forward. This position is a great fit for someone who is highly organized, comfortable working independently in a remote environment, and proficient with Microsoft 365 tools.

Responsibilities

- Data entry and tracking – Accurately update and maintain internal databases, Excel spreadsheets, contact lists, and project trackers; verify entries for completeness and consistency.
- Mailings and correspondence – Prepare and coordinate physical mailings in accordance with contract requirements (e.g., print and assemble documents; address and label envelopes; send via USPS Certified Mail with Return Receipt Requested when instructed); maintain basic mailing logs and proof-of-sending records.
- General office support – Organize and maintain digital files on SharePoint (folder structure, naming conventions, version control) and support basic document formatting in Word.
- Ad hoc support – Assist with administrative requests as needed, such as compiling contact information, preparing simple status updates, and conducting light research.

Qualifications

- Proven experience in an administrative or data entry role.
- Proficiency with Microsoft 365, especially Excel (sorting/filtering, basic formulas, data cleanup), Word (document formatting), Outlook (email/calendar), and SharePoint (file organization and sharing).
- Ability to manage recurring tasks independently, prioritize competing requests, and consistently meet deadlines with minimal supervision.
- Reliable high-speed internet access and the ability to work effectively in a remote setting.
- Interest in renewable energy, environmental policy, or infrastructure development is a plus.

Benefits

- Competitive hourly pay.
- Flexible work arrangements.
- A supportive and inclusive work environment.

How to Apply

- Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to Careers@bedrockrenewables.com
- Bedrock Renewables LLC is an equal opportunity employer.