



Company: Vickery Energy Management, LLC
Position: Office Manager / Executive Assistant
Location: Fort Worth, Texas

Company Overview

Based in Fort Worth, Texas, Vickery Energy Management, LLC (“Vickery”) is a well-capitalized, privately held oil and gas company. The company was founded in 2024 by Quantum Capital Group (“Quantum”) and members of management following the successful acquisition, development, and divestiture of companies across upstream, midstream, and minerals in Appalachia in 2023.

Characteristics of Vickery:

- The team is highly experienced and has a long history of working together.
- Vickery prides itself on fostering a culture of teamwork, comprised of high-integrity, dedicated, intellectually curious, honest, and execution-focused team members in a fast-paced environment.
- The team has acquired, operated, developed, and managed upstream, midstream, and mineral assets in nearly every major US Domestic basin.
- The Vickery team has a proven ability to manage large scale projects across a variety of basins.
- The team is focused on excellence in every facet of our business, each team member has a sense of responsibility for working together toward shared goals and to improve the status quo each day.

Position Summary

This role requires strong organizational skills, discretion, teamwork, collaboration, and the ability to thrive in a fast-paced environment.

The Office Manager / Executive Assistant position will be located in Vickery’s Fort Worth, Texas office and will report to the Chief Executive Officer. This role collaborates closely with all internal departments and external partners to maintain operational excellence in a fast-paced, results-driven organization. This team member will provide high-level administrative support to the senior leadership team while managing all aspects of office operations.

In support of Vickery’s vision, mission, and goals, this position combines strategic executive assistance with full accountability for office administration, vendor engagement and support, facilities management, and employee experience in a dynamic oil and gas environment. The ideal candidate thrives at the intersection of executive priorities and operational execution—anticipating needs, solving problems before they escalate, and maintaining composure amid fluctuating schedules and competing demands.

Success in this role requires exceptional discretion (handling sensitive materials, communications, and personnel matters), technical proficiency with enterprise systems, and a service-oriented mindset that supports a lean, high-performance team of engineers, landmen, marketing, and accounting/financial professionals. While the position is primarily office-based, occasional after-hours availability is expected for board meetings or critical operational matters.

This is a highly visible position with direct influence on company culture, productivity, and leadership effectiveness. This role is a position of deep trust. You will occasionally coordinate select personal matters for the CEO & CFO and their family (e.g., travel, medical appointments, gifting, school schedules). All information—business or personal—is strictly confidential.



Key Responsibilities

Office Management

- Oversee daily operations of the Fort Worth office, including maintenance, organization, greeting visitors, answering phones, serving as a liaison between departments and external parties, and other office management functions (managing mail, budgeting and expense tracking/reporting, etc.)
- Provide office management support for other Vickery sites and offices.
- Manage vendor engagements in support of the organizational needs (IT, telecommunications, office supplies, etc.) and handle invoice processing and contract renewals as requested.
- Maintain inventory of office supplies, equipment, and company materials.
- Ensure compliance with safety protocols, conduct drills, and update emergency procedures.
- Organize company events, including team lunches, holiday gatherings, and industry-related functions.

Executive Support

- Manage specified matters for the CEO and CFO, including but not limited to coordination of meetings, conference calls, travel / logistics, and calendar prioritization / management.
- Prepare materials for board meetings, investor updates, investor reporting, regulatory submissions, track action items and deadlines with members of the Vickery team.
- Screen incoming communications and draft responses on behalf of leadership.
- Arrange onsite and offsite meetings, including logistics, catering, and technology requirements.
- Proactively manage certain personal tasks for CEO & CFO with complete confidentiality.

Team Support

- Coordinate onboarding for new employees, including equipment setup, access credentials, and workspace preparation.
- Maintain training records (as needed) and reports in accordance with specified requirements.
- Provide support to the Vickery team in connection with certain quarterly and annual reporting requirements.
- Assist with various HR matters, including payroll processing, benefits administration, payroll reporting, and compliance documentation.
- Support internal communication and knowledge-sharing initiatives.

Required Skills / Abilities / Qualifications:

- Excellent verbal and written communication skills, interpersonal and conflict resolution skills, and an ability to work in a fast paced and dynamic environment
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office Suite and other related software
- Strong drive for continuous improvement that is always looking to find new and better ways to do things, including the adoption of evolving technologies or improving workflows
- Exhibit the characteristics and behaviors below:
 - Integrity – must be a person of high character; genuine; consistent and acts in line with a clear and visible set of values and beliefs; candid (open, honest, direct, and truthful but can also keep confidences).



- Humble – continuous learner; asks questions and listens well; seeks to understand before being understood; unselfish; puts the needs of the organization and others before self.
- Executive Presence + Approachability – Projects calm confidence and comfort in a variety of settings. Remains calm and collected, even when presented with last-minute changes or high-stakes requests.
- Radar-Level Anticipation – Notices and cares about the small things.
- Bulletproof Discretion – Treats reports, communications, personnel matters, contracts, and compensation with total confidentiality – zero leakage, ever.
- Adaptable Energy – Comfortable juggling multiple priorities and toggling between a variety of task.

Required Education and Experience:

- 5+ years of experience in executive assistance and office management; prior work in oil and gas or energy preferred.
- Advanced proficiency in Microsoft Office 365 (Outlook, PowerPoint, Excel) and expense reporting systems (e.g., Concur).
- Demonstrated ability to handle sensitive and confidential information.
- Valid driver's license and ability to pass a background check.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times