

## Business Administrator

Location: Burlington, VT

### About Native

Since 2000, Native has worked with clients to develop authentic solutions to their sustainability challenges and to implement community-scale projects that reduce greenhouse gas emissions, strengthen clients' businesses, and contribute to progress on climate change around the world.

Our primary business model focuses on crafting custom projects for leading global brands. We construct unique project portfolios to meet climate goals, drive business value, and deliver tangible benefits to clients' stakeholder communities – from customers and suppliers to employees and shareholders. Our methods enable companies to put their sustainability strategies into practice by investing in new climate action projects within their supply chain.

Native's team of strategists, project developers, environmental scientists, engineers and legal counsel are devoted to strengthening the people, companies, and places at the heart of these initiatives, and we are seeking a Business Administrator to join our team.

### About the role

You'll be a good fit for this role if you are detail-oriented, interested in working across business operations, and love creating efficiencies. You will work closely with Native's Director of People & Culture and leadership team to support the administration projects of the People Ops, Legal & Accounting, and Client Strategy teams.

### What you'll accomplish:

#### *People & Culture (40%)*

- Maintain staff resources, including implementing updates and best practices (Google Workspace, training modules, human resources information system (HRIS), filing systems)
- Cover all additional administrative duties, including answering the phone and maintaining office equipment and supplies
- Assists management in design and implementation of P&C policies and procedures
- Payroll and benefits administration, including working with Payroll and Benefits vendors
- Coordinate and implement employee orientation and trainings
- Support senior management with projects as assigned

#### *Legal & Accounting (40%)*

- Support COO in annual report filing
- Support CEO in implementing accounting system
- Coordinate accounts payable/accounts receivable tasks
- Coordinate and manage expense reporting and reimbursement
- Support senior management with projects as assigned

### *Client Strategy & Sales (20%)*

- Manage support@native.eco inbox
- Assist with e-commerce platform transactions
- Provide administrative support for sales systems
- Assist in customer service and sales projects as needed
- Support senior management with projects as assigned

### **What you bring:**

- A proactive commitment to problem solving, taking initiative, and curiosity
- Strong overall tech skills, with a capacity to learn new software
- Demonstrated familiarity with Google Workspace, Microsoft Suite, and QuickBooks
- An exacting attention to detail
- Ability to work productively both in a team and autonomously
- A process-oriented mindset, comfortable self-organizing to set and meet deadlines
- 2-4 years administrative or other business experience
- Working knowledge of climate change issues

### *Bonus:*

- Experience in Salesforce and Asana
- A high degree of emotional intelligence
- Open to ongoing learning opportunities and skills training

### **To apply**

Native believes an equitable and inclusive work environment and a diverse, engaged team are key to providing excellent stakeholder experiences. We're searching for teammates who can enhance our culture and make our business better, and we strive to provide all applicants with an equitable and accessible recruitment process.

Native provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, or genetics. In addition to federal law requirements, Native complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please share any feedback on how we can make our recruiting more accessible by contacting us at [careers@nativeenergy.com](mailto:careers@nativeenergy.com).

**To submit an application, please send your resume and cover letter to [careers@nativeenergy.com](mailto:careers@nativeenergy.com).**