



## Job Description: Operations Associate

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### Our Purpose

At Elevate Packaging, our mission is to eliminate packaging waste worldwide. We empower brands with innovative compostable packaging solutions to replace wasteful alternatives, driving the adoption of composting and its ecological benefits. As we double in size each year, we seek passionate individuals who excel in problem-solving and value openness, innovation, and career growth. Join us in our journey to combat climate change, reduce landfill waste, and renew our planet.

### Role Overview

The Operations Associate will play a pivotal role in supporting our fast-paced, growth-oriented environment. This position blends bookkeeping tasks with office management and executive assistance, offering a unique opportunity to impact various aspects of the business.

### Reports To

President and Accounting Manager

### Core Responsibilities

- **Financial Management:** Assist in managing financial accounts, including accounts payable and receivable. Keep accurate records, process payments, and monitor invoicing to ensure financial health and compliance.
- **Office Management:** Oversee daily office operations, ensuring a smooth and efficient work environment. Manage supplies, coordinate schedules, and maintain organized systems and processes.
- **Executive Assistance:** Provide support to President, coordinating staff including onboarding, training, and offboarding, managing security and systems access, and providing support on strategic, important and critical developments.
- **Process Improvement:** Identify and implement process improvements and efficiencies within financial and operational systems, utilizing technology and innovation.
- **Data Management:** Update and manage key financial reports, marketing lists, and sales data to support decision-making and strategy development.

# ELEVATE PACKAGING

## Additional Roles

- Serve as a backup for payroll processing.
- Assist in onboarding, training, and management of team members.
- Contribute to the development and improvement of operational systems.
- Provide data analytics support to team members.

## Company Culture

Elevate Packaging is dedicated to renewing the planet through teamwork, innovative problem-solving, and a deep commitment to environmental and social responsibility. We foster a collaborative, service-oriented culture that values inclusivity and open communication.

## Ideal Candidate

- Motivated and passionate about sustainable products.
- Experienced with QuickBooks Desktop software.
- Minimum of two (2) years of work experience with bookkeeping or accounting.
- Detail-oriented with a passion for process rigor and efficient decision-making.
- Thrives in a fast-paced work environment.

## We Offer

- The chance to make a significant, positive impact on the planet.
- Growth opportunities in a fast-growing company.
- A collaborative team environment with supportive, like-minded professionals.
- Competitive compensation, health benefits, and retirement account options.
- Free at-home composting pickup service.

## To Apply

If you're ready to contribute to a greener planet and join a team of innovative, passionate professionals, send your application to [jobs@elevatepackaging.com](mailto:jobs@elevatepackaging.com). We can't wait to hear from you!