



Entrepreneurial Business Analyst & Coordinator

Our Purpose

We are on a mission to end the use of landfills and re-enrich the soil to renew our planet. We create the world's most sustainable packaging that can be composted and turned into healthy soil to achieve our mission. If you would like to help make this a reality, please contact us: jobs@elevatepackaging.com

Core Responsibilities

In this role you will learn every key detail of how the business operates. This knowledge will position you for a myriad of leadership roles within the company. You will learn from 3 seasoned entrepreneurial leaders with proven success in high growth companies.

Process Key Transactions with Excellent Attention to Detail and Timeliness

- Create Purchase Orders and Invoices
- Process Payroll
- Run Checks and Report on Payments Received and Manage Accounts Receivables
- Arrange Shipping and Finances for Raw Material and Finished Goods
- Update Key Marketing Lists, Sales Lists and Finance Reports and Identify Key Insights

Manage Key Decision Tools to Drive Data-Driven Decision Making

- Update inventory management and cash forecast tools to manage investment decisions and project future results of different business strategies
- Produce Sales Reports and Identify Key Trends to Help the Sales Team Increase Sales
- Produce Inventory Planning Reports and Make Ordering Decision Recommendations
- Manage Standard vs. Actual Cost Model to Control Gross Profit
- Manage Scorecards that Drive Data-Driven Decision Making Throughout the Company

Improve Processes and Systems

- Develop Improved Processes and Templates to Make your Processing Easier, Faster and Less Error-Prone
- Work with our future technology team to turn your processes into world-class automated technology on which our company will run

Improve Company Financial Performance

- Identify the Largest and Highest Probability Opportunities to Reduce Costs
- Reduce Shipping Costs

Willing to do anything, like a real entrepreneur, such as "Take out the trash."



Possible Subsequent Roles:

- Controller
- Senior Financial Leader
- Senior Operations Systems Leader
- Senior Data Analyst

Our Ideal Candidate is/has:

Attention to Detail: Has the patience and energy to ensure each detail is right at all times

Nimble: Able to work on several different projects throughout the day

Fact-Based: Solves problems using logical frameworks

Service-Oriented: Seeks to delight customers and vendors, while holding each accountable

Required: Excellent Microsoft Excel, PowerPoint and Word skills

At Elevate Packaging, we offer

- Competitive salary aligned with success
- Opportunities for professional growth in a fast-growing company with proven leaders
- The opportunity to have a hugely positive impact on the planet