



Business Coordinator

Our Purpose

Our mission is to eliminate packaging waste from the planet. We create the opportunity for brands to adopt our cutting-edge compostable packaging to replace all the wasteful packaging from the world. Compostable packaging literally gets eliminated after it is used and helps drive adoption of composting which has game-changing ecological benefits.

We are growing 100% per year and looking for people who have a love for the planet, humanity and great problem-solving (yes, this is hard stuff!). “Openness” is the #1 mentioned characteristics of our culture. Openness fosters innovation and exciting career growth that ensures we will achieve our impact on both the planet and on our teammates’ personal goals.

Come join us and feel your direct impact on eliminating packaging, combating climate change, reducing landfill waste, and re-enriching the soil to renew our planet. We believe that within 10 years, people will look at wasteful packaging the way we now look at cigarettes - what were we thinking?!

To help us make this happen, contact: jobs@elevatepackaging.com

Business Coordinator Overview

In this role you will:

- Gain insights into key details of how the business operates.
- Help manage all forms of financial accounts within a high growth company guided by seasoned entrepreneurial leaders.
- Keep accurate records of both accounts payable and accounts receivable, ensuring that invoices are paid where necessary, and that clients pay invoices as required.
- Be positioned for a myriad of leadership roles within the company.

Reports To: Head of Finance

Core Responsibilities

Process Key Business Transactions with Excellent Attention to Detail and Timeliness

- Create Purchase Orders, Sales Orders, Invoices and Credit Memos to assist the purchasing and sales teams.
- Set up and onboard Customers and Vendors in accounting system
- Monitor estimated Payables against received Vendor Invoices and calculate variances.
- Create Bill entries after following a rigorous Approval Process.
- Assist with Electronic Payments to Vendors, run Checks and send Remittance information.



- Report on Payments Received and Manage Accounts Receivables in Collaboration with the Sales teams
- Assist with Monthly Close Accounting Process and Special Projects
- Enter Journal Entries and Adjustments in line with existing processes and procedures

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
- Update Key Marketing Lists, Sales Lists and Finance Reports and Identify Key Insights

Resolve and Implement Ways to Improve Current Processes and Systems

- Develop Improved Processes, Templates and Training Tools to Make your Processing Easier, Faster and Less Error-Prone
- Work with our Future Technology Team to Improve Automation of Processes

Company Culture

We are working together to renew the planet. This requires us to solve hard problems. We must have a love for great problem-solving and must be team-oriented to support each other in problem-solving.

- Collaborative Service-Oriented Team that is Supportive and Open to Questions or Ideas
- Love for Great Problem Solving and Innovation
- Care Deeply About the Planet and About Our People
- Inclusive, Friendly and Tight-Knit

Our Ideal Candidate is/has:

- Motivated individual who is enthusiastic about our products
- Experience in office and account management
- Experience with accounting software like QuickBooks
- Process-oriented in rational decision-making
- Passion for attention to detail and process rigor
- Loves working at a fast pace

At Elevate Packaging, we offer

- The opportunity to have a tangible, hugely positive impact on the planet
- Opportunities for growth in a fast-growing company with proven leaders
- Work with a collaborative team of A+ individuals who love working together
- Free At-Home composting pickup service
- Competitive compensation aligned with success
- Health benefits and Retirement Account