



Business Operations Associate

Tradewater is a mission-based company headquartered in Chicago and operating around the world. We collect, manage, and destroy greenhouse gases. Our projects are designed to fight climate change, create economic development opportunities, and make a profit.

Tradewater seeks to hire a responsible and highly motivated Business Operations Associate to our team to begin by March 2020. The position is based at our corporate office in the Fulton Market neighborhood of Chicago and reports to the Director of Business Operations.

Key Areas of Responsibility:

IT and Information Systems

- Set up and manage computers, phones, and other electronic devices for employees
- Troubleshoot staff issues with computers and other software programs and escalate to external partner as needed
- Make updates to website through WordPress

Financial System Support

- Support accounts payable/accounts receivable tracking and documentation

Document Production and Control

- Create, edit, proofread, update forms, letters, decks, and reports for internal and external partners
- Handle data entry, compilation, cleanup, and analysis
- Write Standard Operating Procedures and create training aids for workflows
- Develop, implement, and update digital filing system for document retention and control

Quality Assurance / Quality Control

- Conduct internal audits of data system entries and project documentation to ensure accuracy
- Collect and organize documentation necessary to support third-party verification of Tradewater projects

Vendor Management

- Work with external vendors to further business operational needs
- Coordinate with third-party logistics company to arrange inbound and outbound shipments



Office Management

- Maintain office environment
- Arrange for any necessary repairs to office space
- Ensure sufficient supply and condition of program materials

Experience and Qualifications:

- 5+ years of related experience
- Expert user of the Microsoft suite of tools (including Word, Access, PowerPoint, Excel, Teams, SharePoint, and OneDrive), as well as Adobe Creative
- Comfort working in a digital workplace and tech-savvy
- Experience troubleshooting Windows, SharePoint, Microsoft Office, VoIP, and application issues
- Familiarity with WordPress
- Strong analytical and organizational abilities
- Excellent written and oral communication skills
- Ability to successfully manage multiple tasks requiring minimal supervision while adhering to quality standards
- Quick learner and self-starter who has the ability to work independently or within a team environment
- A creative mind with an ability to identify system efficiencies and improvements
- Professionalism, attention to detail, reliability, strong communication skills, responsiveness to feedback, detail-orientation and positive attitude
- Flexibility and willingness to learn and adapt to new technologies
- College degree required

Tradewater offers a competitive salary and good benefits. If you are interested, please send a cover letter and resume to humanresources@tradewater.us explaining your interest in this position, why you would be well suited for it, and how you would use your experiences to be successful in the role. An initial phone screen meeting will be held with qualified candidates, followed by in-person interviews and discussions with Tradewater's leadership.