

Tradewater

People, Culture & Administration Associate

Location: Chicago, Illinois (in office three days per week)

Link to apply:

<https://tradewater.applytojob.com/apply/mbggymQb5B/People-Culture-Administration-Associate>

[Tradewater](#), a certified B Corporation, is in business to prevent catastrophic climate change. We are on a mission to improve the environment and create economic opportunity through the collection, control, and destruction of potent, high-impact greenhouse gases. Tradewater is a deeply mission-driven company that believes that a company committed to cleaning up the environment can be just as successful – if not more so – than a company that achieves its goals without regard to environmental impact.

To date, Tradewater has prevented more than 6.9 million metric tons of carbon dioxide equivalent from being released into the atmosphere, a critical step in the fight against climate change. Much of this impact has come from the identification, collection, and destruction of old refrigerants that are both ozone depleting substances and potent greenhouse gases. Now, Tradewater is scaling its operations and building a global team capable of preventing more than 3 million tons of CO₂e from being released to the atmosphere annually. Achieving this goal involves identifying, controlling, destroying, and preventing the release of potent greenhouse gases around the world and building a diversified market that values the climate benefits Tradewater creates.

The Opportunity

Tradewater has assembled a team of experts around the world and is continuing to expand its operations. We are committed to building and growing a values-driven organization that is explicitly anti-racist and deliberate in recognizing its biases and doing its best to conduct business in ways that are unbiased, that promote equity, and that overcome injustice and discrimination.

We are seeking a People, Culture & Administration Associate to provide flawless support for a variety of key operational tasks to support our ongoing growth. Under the direction of the Chief People & Culture Officer, this position also provides support for the Chief Executive Officer, Chief Operating Officer, the Finance & Administration department, and maintenance of the corporate headquarters in Chicago.

While we have offices and team members around the world, this position is based in Tradewater's office located in the West Loop in Chicago. At Tradewater, we believe in offering a hybrid work environment that balances the importance of collaboration with flexibility; however, as the steward of our office operations, this position will be expected to be in the office at least three days per week and may be, on occasion, required to come in more frequently.

The ideal candidate will demonstrate their understanding and commitment to helping Tradewater create a culture that is aligned with [our core principles](#), is performance-driven, mission-aligned, and accountability-focused.

Application materials for this position will be accepted through **February 8, 2024**.

Key responsibilities include:

- Manage the day-to-day office functions including receiving and distributing mail and packages, caring for plants, maintaining a clean, organized and well stocked office.
- Serve as key liaison for building management, including access, repairs, and other needs. Serve as the go-to for all matters regarding office operations.
- Implement office operating procedures and policies and recommend opportunities to refine, update, and make improvements.
- Support company IT functions including ordering and managing equipment; manage and support multiple shared inboxes, providing responses as applicable as well as routing emails to the appropriate person as needed; and serving as liaison with external IT support to ensure all user hardware and software issues are resolved in a timely manner.
- Provide administrative support to the People & Culture team, including organizing and scheduling meetings for onboarding, scheduling companywide meetings and trainings, sending notes and reminders, document administration and management, offboarding processes, and support on various project initiatives.
- Provide administrative support in areas like booking travel for new hires, supporting mailings (new hire, ad hoc), ordering of business cards, organizing team lunches, and other work as assigned.
- Provide administrative support for talent acquisition processes, including interview scheduling and administration and coordination of the onboarding processes.
- Provide administrative support to the CEO and COO, including file maintenance, travel planning and meeting logistics, and preparing documents and materials for use during conferences, presentations, or other meetings.

Requirements

- 3-4 years of experience in administration for a fast-paced, entrepreneurial work environment; including experience with handling confidential and sensitive information.
- Some experience in supporting IT within an organization – including reviewing and responding to support tickets, help with troubleshooting and escalating as needed, ordering equipment, creating user guides, and investigating new software/platforms.
- Expert proficiency with using the entire Microsoft Office Suite.
- Commitment to building trust and providing high-level of service to internal and external stakeholders through effective and exceptional written and verbal communication.
- Strong organizational skills and great attention to detail while working towards overall goal.
- Ability to manage time and multiple tasks simultaneously, and to prioritize based on company and team needs.
- Ability to work independently, proactively and with minimal direction. Can be relied upon to determine a plan and see it through, while remaining flexible and able to adapt quickly to shifting goals.
- Demonstrate a strong learning orientation to grow as well as learn from the past.

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.
- Enthusiasm for Tradewater’s mission to collect, control, and destroy greenhouse gases.

The Application Process

Here is a guide for [what to expect](#) throughout the hiring process.

Tradewater provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to sex, sex stereotyping, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), race, color, religion, ancestry or national origin, age, disability status, medical condition, marital status, sexual orientation, gender, gender identity, gender expression, transgender status, political affiliation, protected military or veteran status, citizenship status, genetic information, or any other characteristic protected by federal, state, or local laws.

Tradewater is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email humanresources@tradewater.us. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

If you are interested in applying for this position, please submit your application at:

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