

Tradewater

## Procurement Team Manager

*Location: Remote U.S. (U.S. Central or Eastern Time Zone Preferred)*

*Link to apply: <https://tradewater.applytojob.com/apply/RuifR75hX0/Manager-Of-Program-Implementation>*

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[Tradewater](#) is a B Corp and mission-based project development company that is in business to prevent catastrophic climate change. Our mission is to improve the environment and create economic opportunity through the collection, control, and destruction of potent, non-CO2 greenhouse gases. Tradewater 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.

Non-CO2 gases account for nearly half of all global warming from human activity since 1970. Our work, referred to as “emergency brake solutions” by [Project Drawdown](#), is essential to prevent catastrophic climate change. Our projects include the destruction of refrigerants and halon fire suppressants that are potent greenhouse gases and deplete the ozone layer. We also find, measure, and plug orphaned oil and gas wells that have no solvent operator and are leaking methane into the atmosphere. To date, we have permanently prevented over 7.5 million tons of CO2e from reaching the atmosphere and we are on a path to surpass 27 million tons of CO2e by the end of 2027.

### The Opportunity

Tradewater is seeking someone to serve as our Program Manager of our refrigerant procurement team in the United States. This person will lead a team working to achieve our company mission and performance goals to collect and destroy greenhouse gases.

While Tradewater is based in Chicago, we have offices and team members around the world. This position is a remote role, however must be U.S. based, with Eastern or Central time preferred. This role will report to the Associate Director of US Programs.

Applications for this position will be accepted through **May 10, 2024**.

#### Key responsibilities include:

- Direct and support the activities of team members to reach operational targets
- Manage the day-to-day operations of the company’s refrigerant procurement process
- Support sales staff in achieving individual and team conversion goals
- Monitor the refrigerant procurement process (from inbound opportunities to converted purchases, akin to a sales pipeline) and proactively identify risk areas and solutions
- Provide regular reports to the Associate Director regarding the pipeline and goal achievement
- Meet regularly with the Associate Director to set strategies and tactics, and then implement them
- Reinforce the importance of metrics and monitoring progress and success
- Provide on-going support of team members regarding professionalism and negotiations with customers in both the digital realm and over the phone

- Jump in and provide hands-on coverage for team members when needed, including fielding in-bound customer calls, emails and chats.
- Monitor workflow and implement short-term and long-term solutions for refrigerant procurement
- Maintain program standards and provide support in communicating project timelines, reviewing paperwork, and conducting ongoing training
- Make recommendations to the Associate Director regarding additional training needs across the team
- Work collaboratively with the Associate Director and the other program managers to facilitate delivery and compliance with the refrigerant purchasing strategy
- In conjunction with the Associate Director, prepare an annual development plan for team members to ensure training needs are appropriately identified and a mutually agreed upon training plan for individual staff members is completed
- Foster an environment of teamwork and emphasize the importance of strong project management

**Requirements:**

There is no prototypical professional background for this role. Instead, we are seeking someone with 5+ years of professional experience in a customer facing role with direct personnel management experience; as well as the following characteristics:

- A capacity to think strategically and creatively while simultaneously tending to and problem-solving around project minutiae
- A competitive spirit that is motivated by audacious goals
- A minimum of 2 years experience directly managing a team, ideally in a target-driven and remote environment
- 5+ years of experience in customer service or other customer-facing role
- Excellent organizational skills and the ability to manage multiple diverse tasks at the same time
- The ability to adapt quickly in a fast paced and changing environment
- Experience motivating and helping a team navigate through change due to the ever-changing market and company needs
- Experience with negotiations, analytics, strategy, planning and managing procurement activities
- Comfort with customer relationship management systems
- A preference for working in teams and setting and achieving collective goals, and the ability to develop the capacities of teammates to achieve those goals
- Expectations that all tasks, no matter how small, be performed with excellence
- A willingness to push forward through hard work and innovation, even when the path is not always clear
- Excitement about becoming expert in a wide variety of topics from chlorofluorocarbon refrigerants to digital marketing to reverse logistics
- The ability to thrive in a highly collaborative environment
- A commitment to Tradewater's mission

## 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](mailto: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:

<https://tradewater.applytojob.com/apply/RuifR75hX0/Manager-Of-Program-Implementation>