

## Job Title: Operations Associate

Office Location: Downtown LA, Pasadena, or Remote

**Verdical** · (vər-dək-(ə)l) · *n.* an upward trend in positive environmental impact

### WHO WE ARE

- Verdical Group is a leading full service green building consulting firm specializing in: Certification Project Management (LEED, WELL, Living Building Challenge, CALGreen, etc.), Energy Modeling, Commissioning, Net Zero Design and Program Management. We also produce the nation's largest annual [Net Zero Building Conference](#).
- Our core values include: environmentalism, fun, inspiration, adventure, and learning.
- A growing group of 11 team members.
- Certified B Corporation, meeting rigorous standards of social and environmental performance, accountability, and transparency.
- 1% for the Planet Member Company: we walk the talk, donating 1% of our annual revenue, not just profit, to environmental nonprofit organizations.
- An equal opportunity employer; our diverse team is one of our greatest assets.
- Visit us at: [www.verdicalgroup.com](http://www.verdicalgroup.com) and [www.verdicalevents.com](http://www.verdicalevents.com) or watch our About Us video [here](#).

### WHO YOU ARE

- You enjoy working on day to day operations, problem-solving and implementing new solutions.
- You are committed to making a positive social and environmental impact on the world. You will be evaluated quarterly on your performance and progress in these areas.
- An all-star talent who wants to work as part of a highly respected and growing team.
- An inspired change maker who wants to work in a fast-paced start-up environment.
- A strong business writer and verbal communicator with a fastidious attention to detail and flawless follow-up.
- You thrive in a work hard / play hard environment where you're surrounded by likeminded, passionate sustainability professionals who are working to change the world through green building.

### RESPONSIBILITIES

- Support Operations Manager's tasks and report to Operations Manager
- Insurance: Periodically trying to reduce our costs and providing proof of insurance for clients
- Business certifications: SBE, Green Business, Social Enterprise, etc.
- A/P & A/R tracking and follow-up to confirm invoice payments received
- Managing new hire applicant process and new hire setup
- Continuously saving expense receipts for tax documentation in Google Drive
- Team calendar invites, conference room reservations, and travel planning
- Receiving and distributing general firm email inquiries
- Update operations documents/trackers (team schedule, W-9, etc)
- IT: Resetting laptops / Technology renewals and purchases
- Researching business operations related tasks
- Review firm expenses to reduce operations costs
- HR: managing quarterly performance feedback forms
- Receiving and distributing all snail mail
- Day of Conference Support

### REQUIRED QUALIFICATIONS

- Bachelor's degree in a related field
- Experience with operations, prioritization and ownership of multiple tasks
- Strong skills with Microsoft Office Suite
- Strong organizational skills, including managing multiple documents, organizing and prioritizing tasks, and maintaining large amounts of information
- Accuracy and attention to detail
- Excellent analytical and communication skills
- Strong data/information management skills, including ability to synthesize quantitative and qualitative data and organize and correlate findings

### PREFERRED QUALIFICATIONS (NOT REQUIRED)

- At least 1 year of work experience

### COMPENSATION & BENEFITS

- Part-time contract position, estimated 10-20 hours per week
- Compensation commensurate with experience
- Flexible office schedule, including working from home office
- Quarterly team great outdoors adventures

**APPLY**

- Send an email with both PDF cover letter and resume attached to: [applicants@verdicalgroup.com](mailto:applicants@verdicalgroup.com)
- Title both the combined PDF and the email "Operations Associate - [Your Name]"
- We welcome applicants of all backgrounds and encourage potential fits to apply even if you do not meet the criteria outlined above. We look forward to hearing from you!