

<b>Position Title</b>	Financial and Administrative Lead
<b>Location</b>	Sao Paulo, Brazil, (Hybrid: 2–3 days in-office per week)
<b>Reports to</b>	Chief Financial Officer

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## Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a pioneer in the rapidly growing renewable natural gas (“RNG”) industry. As a leading global provider of biogas upgrading systems, we are helping to clean up two of the largest and most difficult-to-decarbonize sectors of the global energy system: the natural gas grid and the commercial transportation sector. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste. Greenlane is the only biogas upgrading company offering the three main technologies: waterwash, pressure swing adsorption, and membrane separation and has over 30 years industry experience, patented proprietary technology, over 100 hydrogen sulfide treatment systems sold, and over 140 biogas upgrading systems sold into 19 countries, including many of the largest RNG production facilities in the world. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

We are seeking an experienced Office General Manager to oversee the administrative, financial, and operational functions of our São Paulo office. This role will be the primary bridge between our Vancouver head office and local Brazil operations, ensuring smooth execution of internal processes, compliance with Brazilian regulations, and support for the local team.

This is a critical role requiring a strong financial and administrative background, along with deep knowledge of local laws, regulations, and business practices.

## Duties & Responsibilities:

- Manage daily operations of the São Paulo office, ensuring smooth workflow and resource allocation.
- In collaboration with the Vancouver Finance and Accounting team, process accounts payables and receivables, issue invoices and payment slips.
- Assist with tax and regulatory filings in collaboration with external accounting partners.
- Ensure compliance with Brazilian labor laws, HR policies, and employee documentation requirements.
- Collaborate with Vancouver finance team on budget tracking, cash flow, and forecasting for Brazil operations.
- Act as the local HR liaison to Vancouver, assisting with HR routines (time tracking, benefits, onboarding support, payroll, and employee relations processes).

- Maintain company records, contracts, and regulatory documents in compliance with local laws.
- Ensure compliance with corporate governance standards and internal controls.
- Support purchase order (PO) processing, invoice approvals, and expense management in compliance with company policies.
- Support ERP data integrity, ensuring timely and accurate financial reporting between Brazil and Vancouver.

#### **Education & Experience:**

- Bachelor's degree in Business Administration, Finance, Accounting, or related field (Master's degree a plus).
- Minimum 7 years of experience in office management, finance, or administration in Brazil.
- Strong knowledge of Brazilian labor laws, tax compliance, and corporate governance requirements.
- Experience working with ERP systems and purchase order processes.
- Fluency in English (written and spoken).
- Strong organizational, communication, and problem-solving skills.
- Proven ability to work in a hybrid, multinational environment.

#### **How to Apply:**

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role please apply through the Greenlane Renewables page on LinkedIn and attach your resume. While we thank all interested candidates only those who are short-listed will be contacted.