

Position Title	Office Manager, Brazil
Location	São Paulo, Brazil
Reports to	Operations Manager, Brazil

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 135 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 a highly organized and motivated Office Manager to join our team in Brazil. The Office Manager will play a pivotal role in ensuring the smooth operation of the office, providing administrative support to various departments, and assisting the Operations Manager in daily activities.

Job Duties & Responsibilities:

- Demonstrate a personal commitment to Quality, Health, Safety and the Environment.
- Manage and organize office operations, including office supplies, equipment, and facilities.
- Assist in the preparation and organization of meetings, conferences, and events.
- Handle general administrative tasks, including data entry, customer meeting coordination, event planning, and document control.
- Support the leadership team with processing invoices, track and submit expenses, and ensure accurate financial month end records with Finance and Accounting.
- Coordinate travel arrangements for employees, including booking flights, accommodations and transportation.
- Assist in the preparation and distribution of internal and external correspondences.
- Support HR processes, including new employee onboarding, attendance tracking, and maintaining employee records.
- Assist in coordinating training sessions, team-building activities, and employee engagement initiatives.
- Support all other administrative tasks as assigned.

Qualifications and Experience:

- Bachelors degree in business administration or equivalent education and experience with at least 5+ years of office management experience.
- Good working knowledge of Microsoft Office & Google Workspace applications.
- Support HR processes, including new employee onboarding, attendance tracking, and maintaining employee records.
- Assist in coordinating training sessions, team-building activities, and employee engagement initiatives.
- Proven experience in office management or administrative roles.
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills in English and Portuguese.
- Proficient in Microsoft Office Suite and other relevant software applications.
- Familiarity with HR processes and basic financial administration.
- Ability to work in a fast-paced and dynamic environment.
- Customer-focused approach with a commitment to delivering exceptional service.

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 home page on LinkedIn Recruiter and attach your resume. While we thank all interested candidates only those who are short-listed will be contacted.