

Job Description

July 2017

Job Title: Administrator

Job Level: Full-time

Job Summary:

Greentown Labs, a mission-driven social enterprise, proudly fosters a vibrant culture emphasizing teamwork, positivity, personal growth and passion. We seek employees who share our zeal for clean technology, sustainability, entrepreneurship, and wish to grow with a thriving organization. The mission of Greentown Labs is to enable cleantech and energy entrepreneurs to focus on their inventions that will solve the world's most pressing energy and environmental problems.

As Greentown Labs expands its operations and launches a Global Center for Cleantech Innovation in 2017, it needs one individual to: manage the operational and administrative files and paperwork; process member and payment documents and welcome all guests that enter Greentown Labs.

About Greentown Labs:

Greentown Labs is a community of entrepreneurs solving the world's biggest energy and environmental challenges. We will be operating roughly 100,000 sq. ft. of co-located prototyping lab and office space in Union Square, Somerville. Greentown Labs supports cleantech and energy-tech startups with the resources they need to move from prototyping stage to first customers.

Founded by MIT-based cleantech startups, Greentown Labs is now a highly visible gathering place, inspiring and supporting a generation of entrepreneurs through programs, initiatives, and events. Greentown Labs tours nearly 5,000 visitors from around the world annually, promoting the growth of a resource-smart ecosystem and sharing ideas and best practices at the nexus of clean technology, innovation, and entrepreneurship.

Primary Responsibilities of this Role:

This person will be responsible for organizing and filing all company documents; for processing all mail, invoices and payments; for internal communications and also for welcoming all visitors and members that enter Greentown Labs.

Required Education/Experience:

- We are looking for someone with a strong sense of urgency and who is highly self-directed. We think this means that you will need five years of administrator/office manager experience or equivalent.
- Experience with accounts receivable
- High level of computer literacy including Google for Business administration, Microsoft Office with a focus on Word, PowerPoint, and Excel, and tracking/reporting tools like Trello or comparable project management apps. Familiarity using Zapier to access/utilize APIs is a plus

The successful candidate will have the following traits and skills:

- Ability to learn new software tools
- Excellent customer service skills
- Trustworthy
- Discrete
- Communicates well with others
- Ability to adapt to changing priorities
- Able to manage time well within a very dynamic environment
- Ability to write and speak well in English
- Must be able to lift 15lb packages

Key Responsibilities:

1) Organization and management of company files. Keep all company files organized and easy-to-find for efficient, daily operations and to have successful and streamlined annual financial audits. This includes hard copies in filing cabinets and electronic copies in both shared and restricted folders.

2) Reception: Greet all visitors that enter Greentown Labs. Answer the phone and manage messages.

2) Mail and payment processing: This includes opening and distributing all mail; entering invoices into the payment system; depositing checks and receiving payment. This person will work closely with our accountant on all invoicing, accounts receivable and bill payments.

Supporting Responsibilities:

- Events:
 - Events at Greentown Labs occur often and are a team effort. The successful candidate will be expected to participate on-site for some events in the evening and make sure that systems under your control are set up as needed.
- Onboarding and offboarding members:
 - Entry and removal of individual members into our management systems
- Intranet Support:
 - Track the status of all members at Greentown Labs and ensure accurate invoices.
- Internal Announcements
 - Keep everyone in the building informed about events, opportunities and other important announcements. This can be done on monitors that are located throughout the building, flyers, e-bulletin board postings, or group e-mailing.
- HR
 - Support the Operations Director as requested. For example, you may be

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asked to perform time-sheet entry, document drafting and policy updates.

Equal Opportunity:

- The mission of Greentown Labs is to enable people and technologies to solve the world's biggest energy and environmental problems. As such, Greentown Labs seeks to fully represent our community and constituencies - particularly low-income communities and communities of color - to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. **We actively encourage candidates from broad, diverse backgrounds to apply.** Greentown Labs is an equal opportunity employer.

Compensation:

- This position will be full-time salaried with benefits.
- Actual compensation will be commensurate with experience.

Next Steps:

- Expected start date is September 5th, 2017
- Please send your resume, cover letter and a list of three references to talent@greentownlabs.com by August 7th, 2017
- First round of interviews is expected to begin August 14th, 2017