

Executive Office Administrator – Burnham RNG

Burnham RNG (<http://www.burnhamrng.com>) is a wastewater and agricultural waste-to-renewable natural gas (RNG) provider that helps communities profitably reduce treatment & disposal costs, improve environmental outcomes and re-use energy, water, and nutrients. Burnham manages and reuses organic waste and wastewater by transforming it into RNG, clean water, and high-value soil additives that enhance sustainability and profitability.

The company builds/acquires, owns, and operates renewable natural gas (RNG) producing facilities with the mission to end emissions from waste and to live in a future where waste is a resource used to create low-carbon commodities and fuels. Burnham is a turnkey solutions provider that can build, finance, and operate these facilities.

By marketing and selling RNG and capturing associated tax benefits, the company can significantly reduce the cost of waste treatment and disposal for communities while improving environmental outcomes.

To accomplish our mission, we are looking to build and grow a cohesive team in an execution-oriented culture. We have created the following cultural markers and strive to hire like-minded people to help fuel our growth.

We are HUMBLE...we take pride in the quality of our work, but recognize it can always be improved with the input of others.

We are DISCIPLINED...we strive for systemic, disciplined, consistent execution in everything we do.

We are ANALYTICAL... we need team members who come to conclusions using logic, data and math.

We are ENTHUSIASTIC...we care deeply about the outcomes of our work.

We are PROBLEM SOLVERS...we don't have all the answers. We need team members to take the initiative to figure it out.

We are FUN...we love what we do and love coming to work each day.

Burnham RNG is currently seeking an **Executive Office Administrator** to provide executive support to the CEO and senior leadership, provide administrative support to Business Operations and Human Resources, and establish and maintain a smooth-running office environment. This role reports to the Manager of Business Operations and also receives direction from the CEO and senior leadership. The Executive Office Administrator must be a highly professional, technologically-savvy, proactive individual who can provide great service and prioritize their work, while handling sensitive items with care. They should enjoy working within a small, entrepreneurial environment that is fast-paced and results-focused. **This is an onsite position based in Arlington, VA.** The role supports leadership in Arlington, VA and Raleigh, NC, and remote staff based across the U.S.

This position requires...

- You to be onsite and in-person in our central Arlington, VA location to carry out the required duties related to office support.
- Main business hours are Monday-Friday, 8:30 am – 5:30 pm. Some extra hours and weekend work to handle after-hours events or urgent executive needs is required.
- Willingness for occasional travel out of state and overnight, on an approximately quarterly basis.

In this position, you will...

- Take general direction from the Manager of Business Operations and then independently carry out executive team support, business operations and HR duties, and general office management to the Arlington office.
- Provide executive support to the CEO and senior leadership, including:
 - Handling highly sensitive and urgent business matters requiring responsiveness, finesse, and navigating nuance
 - Interacting with Board Members, Investors, potential clients, and industry experts.
 - Coordinating and arranging onsite and offsite meetings with internal staff and external stakeholders. This includes scheduling, coordinating, communication, meeting prep and execution, meeting notes and follow-up.
 - Travel arrangements for industry events, site visits, customer visits, and more. This includes plane, hotel, car rental, restaurant reservations and more.
 - Establishing a calendar of corporate events and meetings and event planning for key corporate events or leadership team events.
 - Calendar and email management for the CEO and calendar management for Senior Leadership.
- Provide administrative support to the Business Operations and HR functions:
 - Facilitating, tracking, and owning the document management process
 - Onboarding support of new employees re: new hire paperwork and IT set-up.
 - Collect and distribute sensitive employee documents throughout the year.
 - Assist in maintaining organized and up-to-date corporate files, including confidential records
 - Assist with presentations and marketing materials (ex. proofreading), as needed.
- Create and maintain a smooth-running office, including:
 - Greeting guests and employees in Alexandria
 - Coordinating building access and security with building management and office staff
 - Vendor management and coordination for event, office, kitchen, HR, and marketing vendors.
 - Answering phones and directing inquiries to the right person
 - Handling mail and identifying critical items requiring immediate attention
 - Ensuring sufficient inventory of office and kitchen supplies
 - Maintaining and developing office practices (ex. Conference rooms, printers, kitchen)
- Collaborate with internal stakeholders across all functions as needed.

- Travel occasionally to Burnham’s office in Raleigh, NC or to support quarterly business meetings or other key events.
- Engage in other duties as assigned by leadership.

In this position, you will gain...

- Opportunity to join a fast-paced, high-growth start up from the ground up and be a key member of a team growing and building a business.
- Opportunity to be a part of a company culture that is fast-paced, disciplined, and execution-oriented, but also fun; we take time to celebrate our wins.
- The chance to support team members locally and across the U.S. who are helping deliver sustainable solutions that support renewable energy and lessen environmental impact.

In this position, we will need you to have....

- Bachelor's degree in business administration, or another relevant field
- Seven (7) or more years of relevant work experience, with at least three (3) years providing administrative support to senior leaders.
- Flexibility and ability to work with a variety of work styles, finding ways to enhance efficiency and effectiveness.
- Proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint) - utilizing Outlook, Teams, Slack, and Zoom for communication, email and scheduling, Excel skills for project management and tracking, written communication in Word, and comfort navigating PowerPoint for meeting prep. Comfort learning new technologies preferred.
- Proficiency in various technology platforms including PDF software, social media, CRMs – experience with Adobe Acrobat, LinkedIn, and HubSpot a plus.
- Solid project management skills – the ability to take a task, project, or event from start to finish, managing deadlines, priorities, action items, and stakeholders.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Excellent verbal and written communication skills, strong interpersonal skills, and the ability to build relationships with internal and external stakeholders.
- Resourceful and self-directed; takes initiative and can anticipate the needs of other team members; demonstrates good judgment in decision-making and can self-prioritize.
- Demonstrated professionalism, workplace maturity, integrity, ability to build trust and credibility, and engage in ethical behaviors.
- Proven ability to handle confidential or sensitive information with discretion.
- Excellent judgement and decision-making skills under stress or a deadline
- Demonstrate a high level of customer/client service and responsiveness.
- Strong business writing and communication skills
- Comfortable with a small team, fast-paced, deadline-driven environment with some unpredictable hours.

In this position, it would be nice for you to have....

- Experience with internal or external event planning for employees and external stakeholders, including planning customer events, company meetings, and arranging travel for small groups
- Prior experience supporting new hire orientation or onboarding of new employees.
- Experience at an energy, engineering, project development, or climate-focused company, a plus

Interested applicants should submit a resume to: francesq@burnhamrng.com

Burnham is dedicated to the principles of equal employment opportunity (EEO) in any term, condition or privilege of employment. Burnham does not discriminate against applicants or employees on the basis of race, color, creed, religion, sex, national origin, age, physical or mental disability, ancestry, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member, genetic information or any other status protected by law. Burnham complies with applicable state and local laws governing nondiscrimination in employment in every location in which we operate.