



B Lab Singapore – Sustainability & Impact

THE ORGANISATION

Established in 2022, **B Lab Singapore** is a non-for-profit fast-growing organisation representing the B Corp movement, a community of over 7,000 companies around the world that meet high standards of social and environmental performance, legal accountability and transparency. Patagonia, Nespresso and The Body Shop are some of them. Our goal is to transform our economy so that all businesses can be a force for good. There are now 34 Certified B Corps headquartered in Singapore, such as Bettr Barista, Palo IT and Make the Change. As the nexus for the world's most vibrant economies, **B Lab Singapore** is well positioned to grow, promote, enable, connect & empower the community for responsible businesses (<https://www.bcorpsingapore.org/>).

Operations Manager/ Head of Operations

About the role :

We are looking for a highly-motivated professional to oversee the key operations of **B Lab Singapore**, an agile and dynamic organisation, which include mainly B Corp certification support and corporate functions. This role is crucial for the development of B Lab in Singapore and would require a good level of understanding of sustainability practices in the country. This role will report to the CEO.

Responsibilities will include:

1. Certification Pipeline Management:

- Address company queries on the B Impact Assessment (BIA) and certification, and submit cases to B Lab Global for certification scope guidance,
- complete Evaluation work for companies that submit,
- pipeline management of companies from Verification to Certification,
- provide timely reminders and support for existing B Corps due for recertification,
- provide application support for Large Enterprises.

2. Corporate Functions:

- HR
 - Manage payroll and benefits,
 - maintain employee data, payslips and leave records,
 - maintain IT systems used by B Lab Singapore, including user access and payments,
 - manage and update organisation website,
 - ensure compliance of internal data security and privacy measures,
 - oversee procurement and management of IT equipment.
- Finances
 - Review accounts and management reports with bookkeeper on a quarterly-basis,
 - oversee yearly audit of accounts and filing of annual returns,

- manage invoicing and supplier payments,
- track organisation budget and provide timely updates to management.
- **Governance**
 - Ensure organisation compliance with statutory requirements, policies and internal controls, which include requirements as a registered charity and global partner of the B Lab network,
 - assist with preparation of materials for board meetings,
 - liaison between the corporate secretary and board of directors,
 - maintain repository of key company documents (statutory, agreements, NDAs, MOUs).

3. Others

- Co-facilitate training programmes,
- and other ad-hoc projects.

As we are a small organisation with a strong growth, the candidate will need to take potential other roles than what is described above.

Skills and Experience

- Experience:
 - At least 6 years' work experience, with experience in a sustainability-related role; being exposed to B corp certification would be a plus.
 - Bachelor degree in Business, sciences or engineering.
 - Experience in facilitating workshops, training programmes.
 - Versatile experience in cross-functional role(s).
- Skills:
 - Highly-motivated with enthusiasm for sustainability and impact
 - Focused, rigorous, attention to detail, organised with a delivery-oriented attitude
 - Strong problem solving skills
 - Cross-cultural intelligence, and a global mindset
 - Strong written and verbal communication skills
 - A good level of independence

Contract type

Full-time, permanent, hybrid (3 days in office and 2 days from home)

If interested, please send a CV to [info\[at\]sg.bcorporation.net](mailto:info[at]sg.bcorporation.net)