



Position Title: Manager, Information Technology
Location: Burnaby, BC
Reports To: Chief Financial Officer

Summary:

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a leading global provider of biogas upgrading systems that are helping decarbonize natural gas. 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, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. With multiple core technologies, more than 125 biogas upgrading systems sold into 19 countries and counting, and over 30 years industry experience and patented proprietary technology, Greenlane is inspired by a commitment to helping waste producers, gas utilities or project developers turn a low-value product into a high-value renewable resource. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

The Manager, Information Technology leads, directs, and manages the computing and telecom technology, technology support, and systems and application development functions in support of Management's business objectives, the Core values, Mission, and Vision of the Company. The Manager, Information Technology will oversee IT staff based in Burnaby responsible for global system administration, programming, network management, help desk activities and technical support.

Key Duties and Responsibilities:

- Manage technology strategy and standards for core equipment and services; advise and recommend to Business Units on non-core technology to ensure interoperability and maximize efficient use of technology resources across the company
- Review and select major providers of core technology equipment and services, negotiate contract pricing and terms subject to Executive approval
- Management of direct reports and co-management of indirect reports so that each fulfills their respective role
- Advise the CFO, CEO and Operating Committee on matters regarding Information Technology, participate in establishing corporate objectives, operating and strategic plans and policies
- Research, develop and review new and existing strategies and architecture to provide an advanced, robust and effective technology base for achieving project and business goals
- Maintain systems to protect company electronic records
- Design, implement and manage Company LAN, WAN and other networks
- Select, implement and manage Company servers; databases; telecom and other communications; collaboration and core services
- Plan, select, implement and manage data storage systems, including backup and archive systems
- Procure and record software licenses, install and upgrade software as required
- Provide technical hardware, software, network and systems support services to local and remote staff
- Offer systems analysis and development services within the Company
- Plan, implement and manage technology and procedures to secure and protect the Company's networks, systems and proprietary information from unauthorized access
- Prepare and present monthly, quarterly and annual reports to management
- Structure and staff the IT group to fulfill its strategic and tactical goals
- Develop and publish internal department procedures and operations guides, company policies and procedures relating to Information Technology

Education and Experience:

Ideally candidates will have:

- A Bachelor of Science degree or related certification plus a minimum 10 years of experience in a senior level role.
- Strong analytical, organizational and management skills, with an ability to adapt to multiple demands, set



priorities and achieve results on a timely basis.

- Reliable and dependable, with the ability to meet deadlines.
- Strong work ethic and the ability to provide exceptional teamwork in order to fully support the Chief Financial Officer in meeting tight deadlines.
- Excellent communication skills, both written and oral and ability to work with international colleagues.
- Great attitude, personable, courteous and a great team player.
- Can-do, positive, proactive attitude and solution-oriented mindset, and capable of working independently with minimal supervision.
- Detail-oriented, accurate and well organized.
- Ability to work under pressure and stay focused in a fast-paced environment.

How to Apply:

We are an equal opportunity employer and invite applications from all qualified individuals. To apply for this opportunity please send your resume and cover letter via LinkedIn Recruiter or hr@greenlanebiogas.com with the title in the subject line. While we thank all interested candidates only those who are short-listed will be contacted.