



JOB DESCRIPTION

Central Operations Officer

Location: Paris

March 2019

Contact:

purlab@purprojet.com

4, rue de la Pierre Levée - 75011 – Paris

www.purprojet.com

I. PUR Projet

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France; with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >50 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe, and is currently expanding its scope within North America. PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oreal, Chanel, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at www.purprojet.com.

II. Job Description

PUR Projet is looking for a high-level professional, ambitious, creative and engaging, impact driven individual for the position of Central Operations Officer.

Based in the central office of Paris, the Central Operations Officer has a key role in the organisation, providing support to operations worldwide, and making sure that Pur Projet standards are properly implemented. Central Operations Officer is also in charge of making the link between commercial teams and the projects, and developing expertise and tools to support operations.

Responsibilities

- Knowledge & technical support to the team
 - Development of knowledge and research on strategic topics (ex. carbon certification, SDGs impacts, Agroforestry, Forest conservation, supply chains etc.)
 - Build, centralize and share knowledge & content (library, podcast, webinar, newsletter, etc.)
 - Training and technical support to project developers on processes, tools and technical topics
- Project Management
 - Follow-up projects life-cycle and reporting
 - Support to local team on specific technical activities
 - Carbon certification activities
 - Audits (FSC, VCS, Goldstandard, SEP, etc.)
 - Pre-feasibility and diagnostics
- Project leader on transversal topics of operations
 - Look for efficiencies in project management system
 - Build new processes & tools
 - Leadership and promote the diffusion of PUR Projet standards and processes within the team (training, workshops, tool kits, etc.)

Profile:

- Strong desire to commit and dedicate his/her experience and energy to a unique socio-environmental business experience, driven by a strong will to contribute to the integration of sustainable development into the world's economy
- Engineer profile with 1 to 4 years of professional experience in sustainability / environment, and strong interest / curiosity toward technical topics
- Some level of expertise on a specific topic would be an asset (ex.: SDGs, carbon & climate, impact measurements, certification standards, forestry and agroforestry, etc.)
- Highly proficient in Excel (VBA is an asset)
- Strong analytics and formalism skills
- Curious and fast learner (content, methodology, and tools)
- Autonomous and skills in project management
- Attentive to details, high self- requirement level
- Strong "human intelligence", capacity to work in team work and multi-cultural context
- Professional fluency in English and French (Spanish is an asset)

Travels:

The Central Operations Officer will have to travel and visit inspiring projects on a regular basis (20% to 30% of the time).

III. Recruitment process

We are looking for an individual to fulfill a full-time position. The position is to be filled as soon as possible.

Step 1: Selection of resume and first meeting with a team member

Please send your resume and cover letter to recruitment_centralops@purprojet.com with the subject 'CENTRALOPS OFFICER – LAST NAME, FIRST NAME'

DEADLINE: April 8th 2019

We will select profiles to participate in the recruitment process, who will be contacted to set up a meeting (ideally at the office, but via video conference if it is simpler) with one of PUR Projet's team member. The meeting will include a conversation about your motivation and relevant experience to join PUR Projet and about PUR Projet itself.

Step 2: Case study + 2nd meeting

If you are selected for step 2, you will be briefed on a specific topic a week ahead and will present the deliverables during a second meeting.

Step 3: 3rd meeting with the team

The candidate will meet about three members of the PUR Projet team for a one-hour conversation. This will enable to get to know more team members and have a sense of PUR Projet values embodiment, working environment and company culture.

Step 4: end of the recruitment process

At this stage, a maximum of 2 candidates are still in the process and an additional meeting is organized with other directors.

The conditions of the job offer are discussed at step 4. After step 4, a formal job offer detailing the proposed conditions is sent to the selected candidate.