



## JOB DESCRIPTION

**Digital Officer**

**Location: Paris**

**March 2019**

**Contact:**

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4, rue de la Pierre Levée - 75011 – Paris

[www.purprojet.com](http://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](http://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 Digital Officer.

Based in the central office of Paris, the Digital Officer has a key role in the organisation, providing support to operations worldwide and managing innovative digital tools and database, in order to ease operational processes and to create value for our team, partners and clients.

As a member of Central Operations department, Digital Officer also contributes to the production and sharing of knowledge and expertise in the company, data analysis, reports, and training on digital tools to PUR Projet team.

### Responsibilities

#### 1) Database manager

- Database management and maintenance
  - Administration of PUR Projet PostgreSQL database
  - Manage and optimize database architecture and administrate database feed
- Maintenance and management of internal digital reporting tools
  - Support and train field operators on the utilization of reporting tools and on the administration of reporting forms
  - Data cleaning, quality control and data consolidation
  - Development of new impact reporting and quantification tools on agroforestry projects
  - Technical/digital support to the team (software and hardware)
- Contribute to data analysis and interpretation: using 10 years of historical data of agroforestry projects, build quantitative impact KPIs and analyse factors maximizing them.

## 2) Digital Officer

- Development of innovative tools to support operations and create value to our clients. Use our unique access to field database to create business opportunities.
  - Technological watch on digital innovations
  - Maintenance and upgrade of our Geographic Data Visualization tool
  - Maintenance and upgrade of a Blockchain traceability tool (beta version)
  - Development of new field data collection tools and more efficient reporting tools
- Digital project management and supervision of IT suppliers
  - Supervise IT provider on the maintenance of our server and systems
  - Manage external programmers on the development of new apps and digital projects
- Knowledge sharing
  - Centralize and share knowledge & content (e-library, podcast, webinar, newsletter, etc.)
  - Support and train team members on digital and technical topics

### 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
- 1 to 3 years of professional experience, with demonstrated skills digital and database management
- Engineer starting his/her career with a strong taste for technologies and computation
- Skills and experience in database administration (SQL)
- Programming skills (VBA, PhP, Javascript)
- Highly proficient in Excel
- Curious and fast learner (content, methodology, and tools)
- Strong "human intelligence", capacity to work in team work and multi-cultural context
- Strong analytics and formalism skills
- Autonomous and resourceful
- Attracted by SMB / start-up environment
- Attentive to details, high self- requirement level
- Professional fluency in English, French. Spanish is an asset.

### Optional:

The Digital Officer will have some opportunities to travel and visit inspiring projects.

## 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](mailto:recruitment_centralops@purprojet.com) with the subject 'DIGITAL OFFICER – LAST NAME, FIRST NAME'

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.

DEADLINE: April 8<sup>th</sup> 2019

### **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: 3<sup>rd</sup> 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.