



## JOB DESCRIPTION

DATA OFFICER

Location: Paris

March 2020

**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 Data Officer.

Based in the head office in Paris, the Data Officer designs and manages data collection tools, and support our team worldwide to the adequate use of it. He also manages the central database of the Company and design data visualization reports to support business intelligence.

PUR Projet being engaged in a digital transformation process, he/she will participate to the renewal of our digital ecosystem, the selection of new tools (financial reporting system, CRM, BI, etc.), set-up and deployment with the team.

### Responsibilities

#### 1. Digital structuration of PUR Projet

- Work hand-in-hand with the team to identify and formalize needs, and understand what are the key processes to address with digital tools.
- Benchmark, test and select innovative tools to support PUR Projet operations (Data collection, Data visualisation, Financial Reporting, Project Management, CRM, etc.)
- Set-up and deploy new tools in the team, lead change management and guarantee adoption.
- Digital project management and collaboration with external IT consultants and service providers

#### 2. Database administration and data visualisation

- Connection of data collection tools to the database and industrialize efficient database feed with ETL software.
- Database administration (PostgreSql)

- Connect data visualisation tools (BI) to the database and set-up reports in collaboration with end-users
- Data treatment, data preparation and data analysis

### 3. Training and support

- Create innovative training material and train employees to digital tools & processes
- Support and train field operators on existing reporting forms
- Support data cleaning, run quality control and data consolidation

#### Profile:

1. Engineer with 2-3 years of professional experience related to data and reporting technologies
2. Strong taste for technologies and computation
3. Skills in database administration (SQL) and data visualisation tools (BI + ETL)
4. Experience in financial reporting would be an asset
5. Programming skills (R, Python, Javascript) would be an asset
6. Curious and fast learner (content, methodology, and tools)
7. Strong “human intelligence”, capacity to work in teams in a multi-cultural context
8. Strong analytics and formalism skills
9. Autonomous and resourceful
10. Attracted by SMB / start-up environment
11. Attentive to details, high self- requirement level
12. Professional fluency in English and French. Spanish is an asset.

## III. Selection process

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to [recruitment@purprojet.com](mailto:recruitment@purprojet.com) with the subject “DATA OFFICER – LAST NAME, FIRST NAME”

It is requested that all submissions are made by 30/03/2020, although telephone interviews may begin before this time for any short-listed candidates who have submitted their documents early. The candidates shortlisted will receive an email to request a telephone interview. The following stages of the recruitment process will include at the minimum one in-person interview, case study and team meeting. Please be prepared to have three references available upon request. The successful candidate will start with PUR Projet as soon as possible.