



JOB DESCRIPTION

OFFICER - IT & SYSTEMS

Location: Paris

March 2020

Contact:

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 Officer IT & systems.

Based in the head office in Paris, the Officer IT & systems administrates our IT infrastructure (Gsuite, Google Drive, postgre SQL database, server, Microsoft 365, etc.), supports and trains the team worldwide to appropriate utilization of the tools. He/she has a key role supporting the digital team for data treatment, data control and uploads on the database. He/she will also participate in the maintenance of our infrastructure and our float of computers. Finally he/she will be in charge of the security of our infrastructure designing rules and procedures aligned with GDPR.

Responsibilities

1. Gsuite administration & support

- Admin Google accounts of the team
- Set-up and secure Google Drive and train the team to its a correct utilisation of it
- Implement regular backup of the drive
- Internal contact point with Google support team

2. Infrastructure maintenance & security

- Server maintenance in collaboration with external service provider
- Maintenance and optimization of internet network in Paris Office (40 people)
- Management of computer and device management
- Support to the team to solve IT issues when it occurs
- Secure server & database access
- Design and deploy security procedures

3. Training and support

- Create innovative training material and train employees to IT tools & processes

- Support and participate to data cleaning, data treatment and data consolidation

Profile:

1. Technician specialized in IT and system administration with 2-3 years of professional experience
2. Strong taste for technologies and computation (curious and fast learner)
3. Skills and experience in cloud technologies (Google)
4. Strong experience on the administration of Microsoft systems and technologies
5. Experience in server and database administration (SQL) is an asset
6. Strong “human intelligence”, capacity to work in teams in a multi-cultural context
7. Reliable, autonomous and resourceful
8. Attracted by international fast growing business environment
9. Attentive to details, high self- requirement level
10. 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 with the subject “IT & systems 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.