

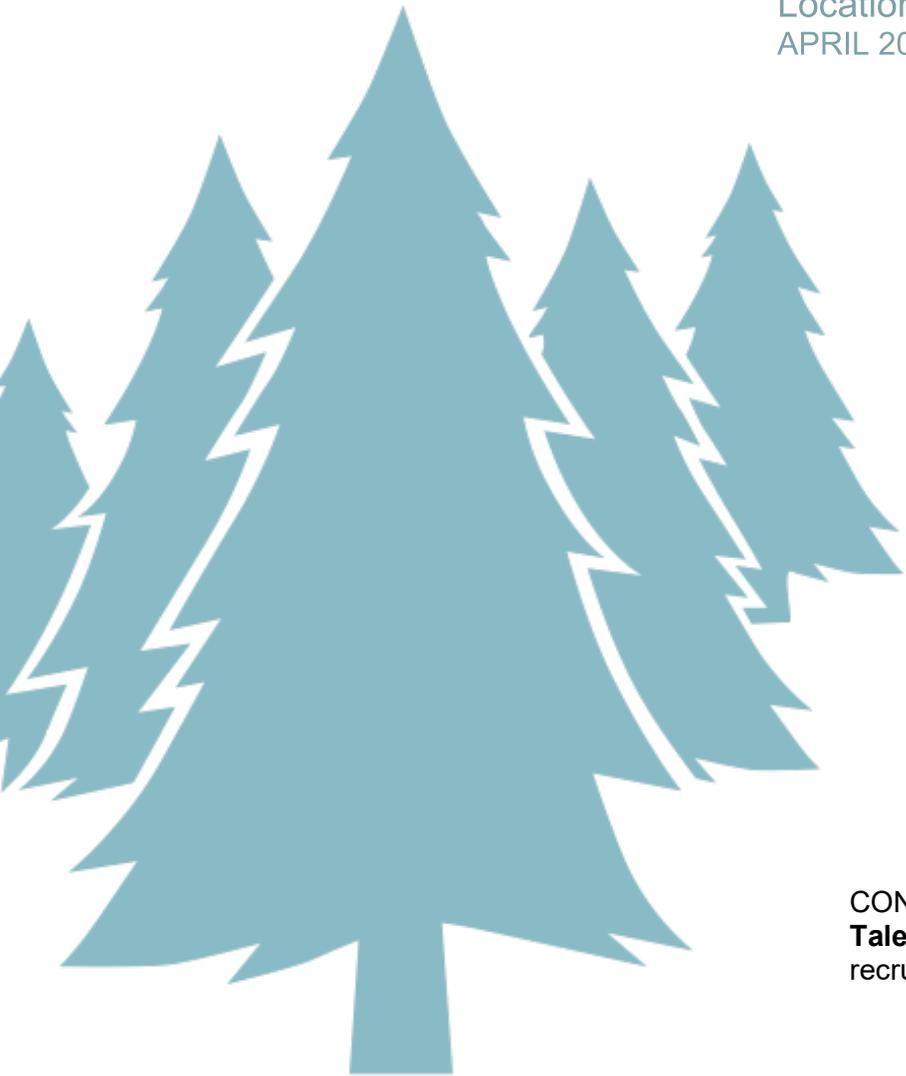
## JOB DESCRIPTION



### ADMINISTRATIVE ASSISTANT

Location: Toronto, Canada

APRIL 2021



CONTACT:

**Talent Manager**

[recruitmentNA@purprojet.com](mailto:recruitmentNA@purprojet.com)

## **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 >40 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).

## **TORONTO OFFICE**

The Toronto Team is composed of a group of young, creative and energetic Team members that on any given day may find themselves in places as diverse as Afghanistan, Colombia or California; leading field activities with local farming communities to drive ecosystem restoration; attending multinational conferences around the globe; providing media interviews to outlets like Vogue; advising the Canadian Minister of Agriculture; or simply attending 8 hours of zoom calls a day (aren't we all) across 8 different times zones and with some of the most influential sustainability brands in the world.

We are a close-knit Team that focuses on supporting each other, and sharing energy, ideas and inspiration on a daily basis; and we look forward to bringing in new Team members that share our passion for making change in this great world.

While we are all working from home at the moment, due to COVID, we have a dedicated office in the fantastic co-working ecosystem provided by our friends at Eastroom. Located at 50 Carroll St. (near the intersection Queen St. East & Broadview) the office is easily accessible from TTC Streetcar Routes 501, 503, 504 & 505. We look forward to progressively returning to the office on a regular basis as we emerge out of this unfortunate situation.

## **ROLE**

PUR Projet is seeking an energetic and dynamic individual to drive the delivery of key office, administrative and team support functions at PUR Projet's Toronto Office. We are seeking someone who has a strong attention to detail, and can work independently to structure and execute on support for diverse topics. These topics include but are not limited to invoicing, payments, expenses, documentation, HR and travel; in coordination with PUR Projet's Toronto team of 6 persons and PUR Projet's central Administrative Team in Paris, France. This person should be comfortable working in a fast-paced start-up environment where they can bring their energy to diverse and changing topics within the context of their scope.

## DUTIES & RESPONSIBILITIES

<b>SUMMARY OF RESPONSIBILITIES:</b>	Provide day to day support for the administration of the Toronto Office & Team, in coordination with the central Administration Team in France.
<b>INDIVIDUAL RESPONSIBILITIES:</b>	<b>INVOICING/PAYMENTS</b> <ul style="list-style-type: none"> <li>- track, create, deliver and follow-up on invoices with clients in multiple geographies;</li> <li>- track and execute payments to suppliers and project field partners;</li> <li>- coordinate with Central Administration Team in France on the accounting for payments made and received; &amp;</li> <li>- coordinate delivery of invoices and supporting documents to external services providers such as accountants.</li> </ul>
	<b>DOCUMENTATION &amp; PROCESS MANAGEMENT</b> <ul style="list-style-type: none"> <li>- create, coordinate and consolidate administrative documentation related to entity operations, and for internal analysis, client due diligence, &amp; regulatory and HR compliance;</li> <li>- organize and manage documentation and templates as needed by Toronto Team within shared global IT digital file infrastructure, and in local hard-copy where necessary; &amp;</li> <li>- consolidate and organize global incoming requests for contract review and signature by Global Programs Director.</li> </ul>
	<b>DATA CONSOLIDATION &amp; MANAGEMENT</b> <ul style="list-style-type: none"> <li>- support Team on the management of data consolidation for, and within, PUR Projet's evolving Enterprise Resource Planning (ERP) software;</li> <li>- support Team on the management of data consolidation for, and within, PUR Projet's evolving Customer Relationship Management (CRM) Software;</li> </ul>
	<b>TRAVEL &amp; EVENT COORDINATION</b> <ul style="list-style-type: none"> <li>- support the booking, tracking and documentation of extensive travel needs of the Toronto Team; including research, booking, expensing and follow-up;</li> <li>- support the coordination of external conferences and internal workshops; &amp;</li> <li>- support the coordination of internal and external events on and as needed basis such as team building activities, local field events and client events.</li> </ul>
	<b>OFFICE, SUPPLIER &amp; ADMINISTRATIVE MANAGEMENT</b> <ul style="list-style-type: none"> <li>- perform general office functions including communications (mail &amp; post), supply inventory management, filing etc.;</li> <li>- interface with PUR Projet HR &amp; Benefits suppliers on behalf of Toronto Team;</li> <li>- coordinate day to day needs with office provider; and with regard to maintaining the Toronto office space and supplies;</li> <li>- book and coordinate spaces for meetings;</li> </ul>

	<ul style="list-style-type: none"> <li>- coordinate with IT Team to ensure proper functioning of simple IT infrastructure such as emails, digital signatures, tools etc.</li> </ul>
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<b>TEAM RESPONSIBILITIES:</b>	<b>CULTURE &amp; COMMUNITY</b> <ul style="list-style-type: none"> <li>- Support a healthy, fun and effective work environment as part of the PUR Projet Team;</li> <li>- Participate in internal workshops, seminars &amp; social events to help carry PUR Projet's strong sense of community; &amp;</li> <li>- Demonstrate your individual character, nature and ideology within the Company and support others to do the same.</li> </ul>
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<b>REPORTING:</b>	The successful Candidate will report directly to a Senior Manager within the PUR Projet Toronto Team, while supporting the entire Team on day to day tasks. The successful Candidate will also be expected to closely collaborate with a number of colleagues based in the Paris Office on a daily basis.
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## QUALITIFICATIONS

<b>EDUCATION:</b>	College or Bachelors Degree
<b>EXPERIENCE:</b>	Minimum of 2 years of work experience. It is expected that this experience will strongly demonstrate competencies in the key aspects of the above job description, but we are open to diverse backgrounds and types of previous work experience.
<b>SKILLS:</b>	Proficient in the use Microsoft Word, Excel and Powerpoint; and comfort learning and using cloud-based data storage and analytical applications (with appropriate training) such as file storage systems (Google Drive), ERPs, CRMs & online HR Portals.
<b>PERSONAL CHARACTERISTICS:</b>	We are seeking an individual who takes strong responsibility and accountability for their work. An individual who is driven, self-reliant and comfortable working both autonomously and in a team. Strong interpersonal and leadership skills will be seen as a strong asset due to the nature of the work and interaction with external clients and partners as well as PUR Projet's global team.
<b>LANGUAGES:</b>	Candidates must be fluent in English. Proficiency in French and/or Spanish will be considered an additional benefit.

## WORKING CONDITIONS

The successful candidate will work out of the Toronto Office, but may be requested to travel to PUR Projet's Head Office in Paris, France for training and central admin coordination where necessary.

## CONTRACT

We are looking for an individual to fulfill a full-time position, under a Canadian Contract.

## **COMPENSATION**

Starting salary is expected to range from CAD 35,000-40,000, but will be discussed with candidates based on qualifications, experience & expectations.

## **REQUIREMENTS & CERTIFICATIONS**

Candidates must have a valid passport (or the ability to attain one), and a legal right to work in Canada. Candidates must have the ability to travel to the EU at minimum.

## **RECRUITMENT PROCESS**

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to [recruitmentNA@purprojet.com](mailto:recruitmentNA@purprojet.com) with the subject 'ADMINISTRATIVE ASSISTANT NORTH AMERICA – LAST NAME, FIRST NAME'. All candidates will receive a confirmation email upon receipt. It is kindly requested that all submissions are made by April 19<sup>th</sup>, 2021, although telephone interviews will begin before this time for any short-listed candidates who have submitted their documents early.

All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email within 2 weeks of submission, to request a telephone interview. Candidates that move past this stage will then be granted videoconference interviews with members of the Canadian and Paris office. Please be prepared to have two references available upon request.

The successful candidate will start with PUR Projet between May 1st, 2021 and June 15<sup>th</sup>, 2021.