

WHO WE ARE

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 a mission company and B Corp which employees over 80 people in 14 countries and 9 legal entities around the world.

www.purprojet.com

PUR Projet PUR Projet is recruiting a Program Officer to join the Industry & Services team

As part of Industry & Services team you will report to the Sector Lead and will be in close contact with the Communication and Carbon teams at PUR Projet. The successful candidate will be involved in running PUR Projet's small client portfolio (business development, client management, development of digital offer), and support the development of deliverables including progress reports, proposal-writing, invoices, and carbon certificates.

Your role will support business development, as well as the coordination and management of new and existing clients seeking to engage with PUR Projet to support our work in ecosystem restoration, agroforestry, regenerative agriculture and carbon around the world. Responsibilities include:

- **Management of small clients:** Reactive to multiple diverse requests, you will need to respond professionally to requests from small businesses (often founders/CEOs), identify program/sale opportunities including the design of bespoke offers, track orders, conduct invoicing, and provide progress reports, communication material and other deliverables
- **Support of other Programs:** You will support other program managers in developing proposals and progress reports, as well as more administrative tasks that will include retiring carbon credits, invoicing, and tracking payments
- **Partnership management:** Part of your role will include managing daily business with key PUR Projet partners (including carbon and tree-planting partnerships). Responsibilities will include managing orders, checking payments and providing requested deliverables
- **Support innovation and scale up:** Contribute to the improvement of PUR Projet's tools, specifically providing input into how a new digital sales channel could more efficiently support small clients, and contribute to improving the material shared through such a tool.

If you are interested in regularly interfacing with a wide variety of clients seeking to better engage with the environment; you are a good multi-tasker, highly efficient and capable of handling diverse administrative tasks; you are interested in digital tools and how they can be used to improve the client experience and create efficiency gains; and you are interested in learning about carbon and agroforestry projects and all the nitty-gritty work that goes on behind the scenes: **This position is for you!**

We are looking for a candidate with:

- Master's degree: A degree/work experience relating to Environmental Sustainability topics is preferred.
- Min. 2 years work experience: Proven experience in program management/administration, demonstrating an ability to multi-task and manage repetitive administrative tasks professionally, efficiently and with a positive attitude
- Highly organized, must be comfortable learning new tools, and working with databases
- Proficient in the use of Microsoft Excel and PowerPoint
- Have great people skills (able to work with an international team and clients)
- Professional fluency in English and French

How can you apply?

Send your CV (before April 25th) to: louise.barreau@purprojet.com with the subject "PO I&S" to request a telephone interview. The final two stages of the recruitment process will be a case study and a team fit test. Please be prepared to have two references, and extra deliverables if possible, available upon request.