



Open Position | OPERATION MANAGER

We are looking for the one who will create a magical touch within our team so that projects runs smoothly and we maximize our positive impact on the planet while also ensuring the wellbeing of our team and the profitability of the company. We are ready to test and develop innovative organizational and management approaches (e.g. holacracy) to succeed. You will help us in this mission!

EA-Environmental Action (www.e-a.earth) is a mission driven, research consultancy. EA has developed a leading expertise in the field of plastic footprinting and LCA. EA strives for projects that have an impact and contribute to accelerate the transition toward a more sustainable future. EA offers a very stimulating work environment in a small fast-growing team (now 10 people) of environmental geeks and change makers. EA has recently launched PLASTEAX (www.plasteax.org), the first global database to disclose plastic polymer and application specific waste management and leakage data.

Key requirements

- Strong interpersonal and communication skills to manage tensions between reducing workload and increasing efficiency
- Excelling at balancing the stretch of a creative leadership team who will continue shooting for the moon, while ensuring the team's wellbeing and focus
- Able to identify to a bold and ambitious vision while staying grounded and pragmatic
- Passion for supporting each employee in becoming the best of themselves
- Ready to work within a team of highly qualified geeks (Engineers and PhDs) as well as creative thinkers
- Objective focused (to achieve our mission) rather than process focused, while still able to develop and implement the required level of processes needed
- Critical thinker, humble and eager to learn
- Strong interest for sustainability
- Initiative taking, independent, committed and motivated, ready to develop and implement the internal management and growth strategy in connection with the leadership team.
- Capacity to integrate and support the development of a fast-growing team

Skills and experience required and/or to develop

- >5 year experience in managing teams, workloads and/or developing internal processes and/or doing efficiency coaching
- Experience in sustainability is a plus, strong interest for the topic is mandatory
- Holacracy experience a strong plus
- Active listening
- Fluent in French and English

Position and compensation details

- Position between 60% and 100% with ample flexibility on time management and working location
- Working in person with the core team based in Lausanne (Switzerland) at least once a week is mandatory, ideally twice a week.
- The operation manager will be under the direct supervision of the direction (2 directors) and will be part of the company steering team to ensure the rolling out of the company strategy.
- 6-month contract to start with. Expected to be converted into a permanent position following a successful start

Send your CV and short summary of your motivations and key expertise by e-mail to job@e-a.earth. Short (3min max) video introduction a plus.