

## Operations Executive

**Background information:** Tradewater is a mission based, project development company headquartered in Chicago, Illinois. We seek to improve environmental quality and create economic opportunity through the collection and destruction of greenhouse gases such as chlorofluorocarbon (CFC) and hydrochlorofluorocarbon (HCFC) refrigerants, both nationally and internationally. Our international work is coordinated from San José, Costa Rica. By strengthening local efforts to manage CFC and HCFC gases, we help prevent the release of these potent gases into the atmosphere and fight against climate change and ozone depletion.

**Duty Station:** San José, Costa Rica.

**Purpose and Scope of Assignment:** In this position, the consultant will (1) execute remote research and outreach activities globally, working closely with project and program coordinators, and (2) support in operation activities related to the work. In particular, he/she will support:

- Literature review and analysis.
- Research and outreach for refrigerant gases in selected countries.
- Preparation of agreements and strategies to be developed with partners and alliances in the different regions.
- Preparation of remote or in-person meetings towards the execution of Tradewater activities globally.
- Prepare and review communication materials in French and English.
- Prepare and submit reports according to Tradewater's procedures and tools.
- Support the project and program coordinators in the process of consolidating operations in a country.
- Review and manage the reports submitted by the stakeholders during the operation of projects in the different countries.

**Education:** University degree (bachelor or superior).

### Experience:

- At least 1 year of general experience.
- Experience working with International Organizations and /or stakeholders is an asset.
- Experience working with CRM and other management and reporting tools is an asset.

### Language requirements:

- **Strong communication and writing skills in English and Spanish are required.**
- Knowledge of a third language is an asset (i.e. French, Portuguese, or other).

### Competencies:

- Teamwork.
- Proactivity.
- Results-oriented.
- Integrity and inclusion.
- Flexibility and ability to adapt to changing conditions.
- Good written and oral communication skills.
- Ability to synthesize information in a clear and well-structured manner.
- Ability to work under pressure and to meet tight deadlines.
- Self-management and strong organization skills.