



## JOB DESCRIPTION: OPERATIONS ASSISTANT

Company: EarthEnable  
Reports to: District Manager  
Location: Ngoma or Kirehe  
Compensation: Starts modest with potential for significant bonuses

### **Who We Are**

At EarthEnable, we believe that our clients deserve our very best, that morning high-fives are the best way to start the day, and that the best ideas could come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building floors: it means building an organization and building a better future for rural families.

### **What We Do**

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda. 80% of Rwandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 90% less embedded energy. Earthen floors are already prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished. In our first 3 years of operations, EarthEnable has installed over 400,000 square feet of flooring and employed over 100 Rwandese staff (and generated jobs and income for an additional 100 masons).

### **About the Role**

We are looking for a skilled Operations Assistant who will work closely with the company's senior operations manager to learn the job of Operations Manager in which the person would help scale EarthEnable's operations across Rwanda. There is significant opportunity to lead the company to new territories and be part of its growth. The Operations Assistant will receive technical training from the Senior Operations Manager, experts in earthen flooring, and on-the-job training in project management. This is a field-oriented leadership position, with limited but consistent deskwork. The successful candidate will be willing to get his hands dirty and work closely with masons. We are looking for someone who is adept at detailed planning, a quick learner, and a self-starter. This role will be expected to assist with and do the following specific tasks:



- Manage building and construction operations in the field, including planning mason schedules in advance to optimize utilization
- Send daily progress reports to senior management team
- Manage pilot projects that experiment with new building techniques in order to refine and continue to develop our product
- Oversee the recruitment of masons and floormen
- Train hired masons in installing floors
- Supervise and audit the work of masons in installing floors; authorize varnish to be applied; train and delegate to floorman as needed
- Manage equipment purchases and replacements
- Follow up with and interview customers who have recently installed floors to figure out how to further improve the product
- Source quality materials needed for floors; this includes negotiating pricing for buying variable materials in bulk
- Collect revenue from customers and work with sales team to manage expectations around start-dates, end dates and delays
- Support management team in strategizing around operational cost reductions and marketing
- Oversee truck logistics for company vehicles and alert senior management of necessary repairs or potential damages

### **Qualifications**

- A proven track record of personal, academic and professional achievements, already demonstrated leadership.
- Creative and adventurous person looking for a unique and very on-the-ground experience (think: visiting quarries, spending time in Rwandan homes, working closely with local masons and sales reps who don't speak English well, etc.)
- Familiar with structuring and setting up efficient business processes
- Experience in a developing country is preferable but not required, and EarthEnable's management will provide significant support to the Operations Assistant so that he/she is both productive and comfortable.

Apply online at <https://www.earthenable.org/applynow-3/>.