



Nyamata Across from Hilton Inn, Bugesera District, Rwanda | HAMAGARA 2460 KU BUNTU |
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JOB POSTING: SYSTEMS ASSOCIATE

Company: EarthEnable Rwanda
Reports to: Systems Manager
Location: Kigali, Rwanda – with some time in rural villages
Compensation: RWF 425,787 (Gross), depending on experience and with significant performance related increase potential
Contract Type: Open- ended
To Apply: Apply online at www.earthenable.org/applynow

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. 75% 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 70% 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 4 years of operations, EarthEnable has installed over 60,000 square meters of flooring and employed over 100 Rwandese staff (and generated jobs and income for an additional 100 masons).

About the Role

This role will work with our systems team at the headquarters in Nyamata, Bugesera District as well as district teams across Rwanda. The person in this role will be exposed to a wide range of systems activities and will gain experience in a variety of tasks, including analysis and cleaning of large datasets, providing IT support and training to employees throughout the company, developing IT tools to improve our business processes, and more. The successful candidate will be efficient when completing work independently and effective at collaborating with team members, from management to masons. We are looking for someone who is a quick learner, a self-starter, comfortable working with computers, and interested in growing into a managerial role. He or she will work closely with the Systems Manager in particular.

The responsibilities of this role will include, but not be limited to:

The specific tasks for this role include:

- Serve as a system administrator for the Salesforce.com environment
- Handle all basic administrative functions including user account maintenance, reports and dashboards, workflows, and other routine tasks

- Complete regular internal system audits and prepare for upgrades and handle Salesforce user data entry errors
- Train fellow employees in how to use the current system and how to adjust to system updates
- Mass updating, uploading, and of data as needed
- Work from salesforce back-end to ensure all workflows are aligned with the company's needs
- Coordinate the evaluation, scope, and completion of new development requests.
- Implementing innovative solutions
- Travel to districts across Rwanda to clean data, train new employees, and complete other systems tasks
- Learn how to manipulate other IT tools used by EE including Formyoula, WordPress, etc.
- Complete full system backup
- Assist all departments as needed
- Clean, Analyze and present datasets independently and in collaboration with fellow employees

Qualifications

- College graduate with a strong academic record
- 1-2 years of work experience with at least 1 year working with IT systems
- A knack for IT and a passion for helping people to improve their lives through our product
- Strong computer skills and demonstrated ability to learn new computer programs quickly
- Effective at collaboration and instructing employees in how to use systems
- Commitment to impact and a strong interest in community development
- Ability to work extremely independently
- Fluency in English and Kinyarwanda
- Prior knowledge of Salesforce or an equivalent CRM platform a plus
- Excellent knowledge of MS Office (Excel, Word, PowerPoint) and Google Docs
- Strong written and verbal communications skills
- Positive attitude, self-starter, entrepreneurial spirit, sense of humor, and willingness to learn new things
- Commitment to excellence, outstanding work ethic, and attention to detail
- Resourcefulness and creative problem solving

Click [HERE](#) to **Apply Online**. Please note that the application form should take about 30 minutes to fill out.