



## Business Operations/Development Manager

*We offer an exciting and challenging opportunity to run our business operations and help further grow our company.*

We are **building cutting-edge software** to identify and analyze the exposure to climate change of publicly traded companies. It's our goal to alert investors of the climate risk profiles of companies and to tackle climate change at the roots. Our mission is a big one and we're looking for talented people to join us.

We are looking for a sharp, energetic and organized person with a positive attitude. CARBON DELTA is growing and changing at a fast pace, so this role will include a wide variety of responsibilities, including but not limited to

- **help shape the vision and strategy of our business**
- **develop our company identity**
- **financial planning and controlling**
- **accounting**
- **human resource management and strategic planning**
- **marketing and sales-related activities**
- **coordinate projects**
- **train employees**
- **ensure communication with various stakeholders**
- **conceptualize, develop and implement a wide range of further business processes, etc**

We are in a **crucial growth phase** and you will be able to apply your skills and take on responsibilities on a wide range of tasks that will go beyond your job description. By doing so, you will be working in close collaboration with our CEO and the management team. If you're up for the challenge to help shape our company, we can't wait to meet you.

We are looking for teammates who **care deeply about environmental issues**, who thrive in a fast-paced, fun and challenging startup environment, who thrive on innovation and are excited to shape our young infrastructure. Sounds like you? We can't wait to meet you!

CARBON DELTA is a **young environmental fintech startup** located in Zürich Seefeld, within 10 min walking distance to Bahnhof Stadelhofen/Bellevue.

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### **Apply with us if:**

- are business-savvy and interested in accounting and financial strategy
- can anticipate problems/opportunities and are flexible to adapt to new challenges
- love to organize, coordinate and train employees
- will support our team by managing our major administrative tasks
- are a multi-tasker and able to prioritize.
- have excellent written and verbal communication skills in both English and German. French is a plus
- you are familiar with Swiss regulations and processes with regards to employment and business operations
- ideally have knowledge of and/or experience working in the financial sector.
- are technologically savvy and have experience with MS office tools (strong working experience with Excel is a must).
- have a Swiss work permit
- can start asap

### **What we need from you:**

- a compact CV,
- less than 7 sentences about 1) why you're interested in this position and 2) what unique contributions you can make to the CARBON DELTA team,
- a statement what climate change means to you.

We offer a fun and relaxed yet hard-working atmosphere, in a team of highly skilled, passionate and dedicated people. We have an office with a wonderful view right on the lakeside – lunch swimming in summer is guaranteed!

### **Still have questions?**

Please contact Sara Stocker for more information about the job. Apply for this position by sending your information to [jobs@carbon-delta.com](mailto:jobs@carbon-delta.com).