



ROLE DESCRIPTION

OPERATIONS SUPPORT

About us:

[3T](#) is a purpose-driven startup dedicated to fostering a nature-positive world by establishing restorative economies in communities across Africa. Our mission is to monetize holistic landscape restoration through the sale of carbon credits. By leveraging advanced, in-house developed machine learning models, we offer precise land analysis and rigorous project monitoring. At the intersection of technology, finance, and sustainable development, 3T is positioned to become a leading platform for financing carbon removal initiatives. Our goal is to not just support but to drive forward carbon removal projects across the African continent, transforming environmental impact into sustainable economic opportunity.

We are seeking a highly organized, energetic, and strategic thinker to support our Chief Operating Officer (COO). This pivotal role will act as an extension of the COO, ensuring effective management of operations and strategic initiatives.

Key responsibilities:

You will be supporting the Chief Operating Officer by contributing to strategic initiatives and overseeing operations. This role provides a thorough introduction to business management, encompassing areas such as strategic planning, project management, financial oversight, and operational enhancements. As a key communicator, you will ensure smooth interactions between departments and play a vital role in all aspects of the company's operations. Your responsibilities will include:

- **Assisting in strategic planning:** Help develop and implement business strategies.
- **Supporting daily operations:** Monitor activities and suggest improvements.
- **Managing projects:** Keep track of deadlines and progress on assigned projects.
- **Financial monitoring:** Assist with budgeting and track spending against targets.
- **Conducting research:** Analyze industry trends and internal processes to support decisions.
- **Organizing meetings:** Prepare and manage agendas for key management meetings.
- **Providing leadership support:** Offer insights and analysis to help the COO manage tasks.
- **Maintaining confidentiality:** Handle sensitive information with care and integrity.

Preferred qualifications and experience:

- Bachelor's degree or higher in Business Administration, Management, or a closely related field
- Strong analytical and problem-solving skills
- Ability to prioritize tasks effectively in a dynamic, fast-paced environment
- Good communication skills
- A high level of integrity and professionalism
- Experience in project management
- Advanced proficiency in office productivity tools, such as Google Suite, Slack, etc
- Experience collaborating with cross-cultural teams



What we offer:

- **Dynamic and vibrant work environment:** Join a team where dynamism fuels our ambition. Our workplace is not just fun; it's filled with energy and a constant push for excellence.
- **Culture of innovation:** Work in an environment that not only values innovation but leads with it. We are at the cutting edge of technology and sustainability, developing solutions that pave the way for a healthier planet.
- **Meaningful impact:** Be part of a mission that matters. At 3T, your work directly contributes to creating a sustainable and better world.
- **Equity participation:** Share in our success. We offer potential equity options as a way to ensure that as our company grows, so do the contributions and rewards of our valued team members.

How to apply:

Please submit your resume and a cover letter explaining why you believe you are a good fit for this role to jo@3t.eco.

We look forward to hearing from you and exploring how your skills and passions align with 3T!