



My Green Butler
conserve together

Operations Co-ordinator Position

We are My Green Butler, a leading innovation that is making sustainability actually happen! We are a start-up creating a web-app specialising in adapting peoples' behaviour in tourist accommodation (hotels, resorts, apartments, lodges and more) by providing goal setting and gamified eco-feedback in real-time to the staff, guests, and managers. We are growing fast and need a committed team member who shares our view that taking climate action is the priority for the world today.

As a start-up, we offer the excitement of being part of a team that is building our company; you'll contribute to establishing our culture and helping us make a real difference in tourism – the world's largest industry. Plus, you'll work with a fun, creative team of software developers, gamification, sustainable hospitality, and marketing experts who are based in Canberra, Adelaide and in Europe.

Your role will be to:

- project manage new features by working with the developers,
- source hardware materials and collaborating with the clients,
- be involved in success management, working with the technical sales team
- constantly look at ways we can improve efficiency and team culture
- contribute to quality control so we exceed our customers' expectations in quality service delivery
- and keep us on track, reporting to the founder.

... in other words, a keystone in our team! You will be rewarded by being involved in the international application of our service (there will be some travel), see the results of My Green Butler's progress in reducing carbon emissions, and growing your role over time. There are plans for an employee share agreement.

Applicants must be:

- well organised
- strategic, forward thinking, and able to co-ordinate our team
- experienced in taking responsibility for a project and ensuring its high-quality delivery
- comfortable using the phone to reach out to clients
- familiar with using Monday project management system (or similar)
- no experience of software programming is required but would be helpful
- capable of liaising with hardware suppliers and managing deliveries across Europe and Australia

You should have:

- great social skills
- good communication skills
- proven project management experience
- outstanding organisational skills
- relevant degree or other qualifications

This is a full-time role for a well organised project/ team coordinator. We have an office in Canberra in a shared office environment with other start-ups and innovation mentors, but several team members are based online (preference will be given to those able to come into office and work with us). Competitive salary will be offered. For expressions of interest, please write to Dr Christopher Warren, Founder of My Green Butler

christopher@mygreenbutler.com

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