



JOB DESCRIPTION: EXECUTIVE ASSISTANT

Role: Executive Assistant
Location: Kigali, with day trips to field operations as needed
Hours / Week: 45 hours / week

About EarthEnable

EarthEnable is a new and quickly growing company in Rwanda that also has a social purpose. The company sells healthy and affordable floors to the 80% of Rwandans who can only afford to have a dirt floor in their home. Concrete floors have been shown to reduce disease and improve health but a concrete floor costs up to 300,000 RWF for a 30 square meter home. EarthEnable's has invented an alternative floor that is 70% cheaper than concrete. EarthEnable's floors are composed of natural materials (gravel, clay, sand, and fiber) and are sealed with a special oil invented at Stanford – a top university in the United States – that forms a plastic-like seal on the floor, which makes it water-proof, hard, smooth, easy to clean, and polished. They are already prevalent in modern homes in the United States, and our company strives to become the leader in flooring in Rwanda. For more information, see www.EarthEnable.org.

The Role

The person who is hired for this role will work closely with the company's founders and senior leadership on a variety of executive tasks. He or she will be exposed to every part of EarthEnable's operations, and therefore learn about entrepreneurship, operational management, marketing, and even research and development. We are looking for someone eager to learn and able to multitask and switch between a variety of tasks. Note that each of these tasks are currently done by the Managing Directors of EarthEnable, because they are critical, so we expect the person filling this role to be very detail oriented, a quick learner, committed to excellence, and willing to keep sensitive information completely confidential. The Managing Directors will provide significant coaching, guidance, and support, but we expect the person to be a self-starter who can learn to "manage up". Some of these tasks may include:

- Strategy: Identifying potential partners through desk research and interviews, conducting surveys and interviews in the field regarding new products (waterproof walls, new colors and patterns on the floor, etc.)
- Operations: Entering sales leads into our database, analyzing late payments
- Human resources: Screening resumes, scheduling interviews, managing pre-hire examinations
- Finances: Updating accounts in QuickBooks, organizing files for audit, pay bills and salaries under guidance
- Monitoring and Evaluation: Visiting clients to assess the quality of the floor, cleaning data for health impact evaluation, supporting the development of a "dashboard" to compile data
- Research and Development: Analyzing samples of varnish, diligently recording metrics

Qualifications

- Intellectually curious and mature beyond their years
- Proactive self-starter, resourcefulness and creative problem solving
- Strong knowledge of Microsoft Word, PowerPoint, and Excel
- Positive attitude, entrepreneurial spirit, sense of humor, and willingness to learn new things
- Commitment to excellence, outstanding work ethic, and attention to detail
- Fluency in English and Kinyarwanda
- B.A., or student pursuing a B.A. is preferred but not required

Application Process

To apply, submit a CV, motivation letter, copy of national ID, and 3 references to jobs@earthenable.org with "First & Last Name – Executive Assistant" in the email subject line.

Please also include answers to the question in the quick assessment document, which you can find [here](#). Please download the instructions and attach an Excel document with your responses to your application email. The attached file should be named according to the following example: "FirstName LastName Executive Assistant Screening Assessment".

All application materials should be in English, written directly by the candidate.