

[FULL-TIME] Project Supervisor

A. About Ecoxyztem

A venture builder for climate-tech startups in Indonesia. It was founded in 2021 from a joint venture between Greeneration Indonesia (2005) and Impacteam (2020), Ecoxyztem aims to enable ecopreneurs to solve climate challenges at scale. We provide early-stage startups with limitless involvement and support as “Co-founder as a service” to focus on developing and growing their profitable and Impactful businesses.

Learn more about Ecoxyztem: www.ecoxyztem.com

B. About the Position

In the mission to enable ecopreneurs to solve climate challenges at scale, Ecoxyztem growth also needs to be maintained in order to be able to provide proper support with optimal resources. We are looking for a person who is passionate about exploring more opportunities as well as managing existing partnerships through program advisories.

C. Responsibilities and Task

- Minimum 2-3 years of work experience as a Project Supervisor or Strategic Planner
- Experience in managing national and international scale projects
- Familiar with startup and remote work
- Bachelor’s Degree in Business/Management or any other relevant major
- Excellent in communication & interpersonal skills
- Leadership and communication skills
- Have good digital literacy skills
- Able to work in a dynamic team environment and fast-paced work demands
- Good analytical and conceptual thinking
- Strong problem-solving with good judgment and a sense of urgency
- Ability to multi-task and manage various project elements simultaneously

D. Qualification, Competences, and Experience

- Serve as the central point of contact for project communication and management activities
- Tracking follow-up on process dependencies and communicating status to upper management and required stakeholders
- Identifying areas of risk/opportunity, and influencing and implementing continuous improvements to the program management process
- Defining and reporting on program status, issues, and success metrics
- Evaluating high-level business problems to identify and execute logical programs and solutions to solve the problem
- Provide updates to the Governance and Decision Committee related to program milestones and deliverables
- Providing guidance and best practices to successfully drive initiatives through the process

- Providing work direction and development to cross-functional team members
- Schedule the daily/weekly cadence of the program activities, presentations to stakeholders, finalization of program content, development of the communication, implementation, and launch of support plans

E. Location

Preferably in Greater Jakarta Area

F. Salary

Salary and benefits are competitive and will be commensurate with the candidate's qualifications and experience

G. How to Apply

- Fill up the [application form here](#) or through Ecoxyztem website
- This vacancy is open until the position is filled. If you don't hear from us within 30 days after submitting, it means we can't proceed with your application
- Only qualified candidates will be contacted for the further recruitment process