



Material solution for sustainable  
& affordable housing



**Oxara Swiss Army Knife**  
**80% position as Business Operation Manager**  
**Starting from 01/01/2022 in Great Area of Zürich**

Cleancrete® walls: Proto credit: Marti Geneva

**About us:**

Oxara AG has the vision to enable access to sustainable affordable housing by providing low CO<sub>2</sub> emissions and low-cost building products. We do so by transforming waste excavation materials into sustainable building materials using our additive technology. Thanks to this technology, we enable circular economy and reduce CO<sub>2</sub> emission. We work closely with construction, recycling companies, concrete producers, bricks manufacturers, architects and engineers to fast track market entry.

**Role:**

We are a small team and we are looking for a motivated, structured, smart and experienced candidate capable of developing and managing processes that meet our business needs and monitor our organization's functions. The ideal candidate, Oxara Swiss Army Knife has a background and knowledge in Business Administration, HR and Management.

The key tasks of the candidate involve:

- Ensuring Oxara processes operate smoothly and align with business milestones,
- Optimizing and maximizing the efficiency of Oxara business procedures,
- Monitoring daily operations, financial data and KPIs,
- Taking into consideration the needs of external and internal stakeholders and incorporate them into new strategic plans,
- Creating alignment and synergy between the different aspect of the business,
- Supporting in HR development, management and ensuring our hiring plans meet our business needs.

**Qualifications:**

The ideal candidate has good knowledge of business administration and creative solutions to all daily business challenges. She/He has previous worked in business operation and is a skilled project manager. The ability to read and forecasting financial data models is a plus. She/He is building processes that meet the company goals and easily at communicating with internal and external partners.



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Beside the technical business administration and management competences, the candidate should

- Have interest in social, environmental impact and startup knowledge
- Be motivated and knowledgeable about bringing research ideas to market,
- Be proficient in English and German with excellent written and oral skills,
- Enjoy working in an international multicultural environment, ,
- Work smart, passionate to bring things forward and have great sense of humor.

Oxara offers an employment with exciting projects in a dedicated, international team and flexible working hours. We do not have the current industry standard salary (yet) however, we are open to discuss salary rate. The start date is January 1<sup>st</sup>, 2022 and we expect your application by end of November 2021. For first glance at what we do, check us out at <https://oxara.ch/> and please submit your full application package to **Gnanli Landrou** at [landrou@oxara.ch](mailto:landrou@oxara.ch).

*"We do not make concrete, we save the planet one building at a time",* **Clara Campocid.**