

## **Site Logistics and Administration Officer (m/f/d)–Germany**

Düsseldorf, North Rhine Westphalia

Full-time

Eavor Technologies Inc. is seeking a high performing self-motivated **Site Logistics and Administration Officer**. Employed by Eavor GmbH in Germany and working within a multidisciplinary international team you will use your operational and technical expertise, initiative, business acumen, and problem-solving skills to construct the world's first closed-loop geothermal systems. The successful candidate's primary focus will be on our project developments in the city of Geretsried, Bavaria and shall be ready for future projects assignments within Germany. There is ample potential for career growth in our rapidly expanding technology start-up.

Eavor is seeking a candidate with a technical background and experience developing energy projects. Eavor provides a competitive compensation package with upside opportunity.

**Please send resume and cover letter in a single PDF to [careers-germany@eavor.com](mailto:careers-germany@eavor.com) with the subject line Site Logistics and Administration Office-Germany.**

### ***Roles and Responsibilities***

- Lead site facilities services for security, maintenance and cleaning of site, offices and common infrastructure.
- Responsible for on-site logistics, gate control and traffic planning activities. Ensure that equipment and materials are being delivered to the right location. Coordinate logistics interface with all different project partners and suppliers.
- Implement and maintain site signages
- Support site management involving documents and reporting control.
- Support site management to elaborate site progress reports.
- Manage site material and equipment inventory.
- Elaborate and control site FTEs, construction and logistics KPI's
- Lead site purchase requirements, invoices and control of petty cash.
- Interact with local utility company, community and stakeholders.
- Organize site events, run the visitor center, agenda and resources requirements.

### ***Qualifications***

- Professional fluency in both German and English.
- Minimum 5 years professional experience.
- Minimum 2 years work experience in site logistics and having an administrative role in construction projects.
- Experience with scheduling and planning.
- Minimum technical or university degree.
- High degree of initiative, assertiveness, problem-solving skills and willingness to learn.
- High flexibility and willingness to travel for assignments on construction sites.
- Excellent communication abilities.

### ***About Eavor Technologies Inc.***

Eavor (pronounced "Ever") is a private company founded in 2017 to develop and commercialize disruptive geothermal technology. We mobilize cutting edge oil and gas technology, along with some proprietary solutions, to create the world's first closed-loop geothermal system. Eavor has successfully built a prototype demonstration facility ("Eavor-Lite") in Alberta along with our partners. Working with clients and partners, we are progressing a pipeline of commercial projects in Germany, other parts of Europe, the Middle East, Africa, Asia, Australasia and North America.