

## Ad Terra specialises in the exploration, storage, and development of energy and mineral resources from the Earth

### Position summary

We are looking for a proactive and motivated person to support our team in Geneva in the selection, testing and internal implementation of a project management tool. The ideal candidate should have good analytical skills and problem-solving abilities.

### Key tasks

- **Identifying software needs:** gathering data in terms of requirements throughout the organization in order to understand the specific needs and goals of the project.
- **Researching software options:** once the software needs are identified, the next step would be to research and evaluate different software options. This involves comparing features, costs and other important factors.
- **Testing software:** after selecting a shortlist of software options, the next step is to test each option thoroughly. This involves installing and configuring the software, and then testing it to ensure it meets the organization's requirements.
- **Providing recommendations:** based on the results of the software testing, provide recommendations on the best software options for the organization.
- **Documenting results:** document the results of the software selection and testing process, including the criteria used to evaluate software options, the results of testing, and the final recommendations.
- **Data incorporation:** once the software has been selected, incorporate all existing data.
- **Internal implementation, training and support:** once the software has been selected and implemented in terms of data incorporation, provide training and support to users throughout the organization.
- **Software integration:** integration of the selected software with the existing tools within organization.

### Knowledge, Skills, Experience and Attribute

- Autonomous working style
- Ability to collate data and compile test reports
- Rigorous and highly organized
- Good computer literacy
- Fluent in English and French
- Very good command of MS-Office

### Our Offer

- First work experience
- A motivating business environment with a young and dynamic team
- Modern office environment in the heart of Geneva

**Proactive and highly motivated people are welcome to apply!**

If you are Swiss or EU citizen, or hold a valid work permit,  
please send your CV to [hr@adterra.com](mailto:hr@adterra.com).