



Team Lead, Data Analysis

Who is Optera?

We deliver software and expert services to help the world's largest companies stop climate change. Our market-leading products provide companies with the tools and insight they need to reduce the environmental impacts of their businesses, supply chains, and products. We are backed by some of the most respected US-based venture capital firms and have a robust client list, including leading Fortune 500 companies such as Dell, Cisco, HPE, Williams-Sonoma, and Target.

What problem are we solving?

We provide companies with the data tools and expert support they need to stop climate change. Major corporations are the largest emitters of carbon emissions. Across the globe, companies are responding to pressure to address climate change by setting goals to aggressively reduce emissions by 2050. Our software enables corporate teams to collect, manage, and analyze emissions data across their operations, supply chain, and products, all with the aim of achieving their goals and saving the planet.

Why work at Optera?

Our team dedicates its skills, talents, and time to make the world a more sustainable place for future generations. We have a collaborative and dynamic culture where everyone plays a critical role and has room to learn and grow. Balance between work and life is key to our success, and we provide our teammates the flexibility and space to thrive personally and professionally.

Why this opportunity?

Our business is growing faster than ever and we are looking for a core team member to work directly with our Data Analysis Team and Sales & Service Team to support delivery of integrated software and consulting services. In addition to a passion for data and advanced analytical skills, you will need significant knowledge of, and experience with, GHG emissions analysis, team project management, and a desire to help others learn and grow in their abilities to work with data.

The Role and Responsibilities

- Work with client-facing project managers to coordinate completion of software implementation or data analysis
- Work with Data Analysis Team to deliver work that is complete, accurate, organized, on time, and in accordance with the most current GHG emissions methodologies and information
- Lead Data Analysis Team, including ongoing training and support of analysts regarding GHG emissions methodologies and data analysis best practices and tools
- Collaborate with Sales & Service Team to support data intake and documentation with respect to resource inventories, carbon emissions reduction targets, and general sustainability information

- Work with others to refine software onboarding processes and improve efficiency of product delivery to clients
- Create data visualizations, e.g. histograms, charts, tables, related to clients' environmental resource use, environmental impact, and improvement opportunities
- Work with Sales & Service Team and Data Analyst Team to identify and pilot new approaches and tools to data analysis and delivery that improve efficiency, accuracy, and effectiveness

Your qualities

- Dedication to supporting an environment that is fun, supportive, safe and welcoming to all
- Enjoys dynamic, fast-paced environment and seeks out new challenges
- Exceptional communication skills and passion for collaboration and continued learning
- High personal standards and commitment to delivering high quality work products
- Passion for thinking analytically, focusing on the details, problem-solving and optimizing work processes in a non-prescriptive environment

Your experience/qualifications

- Advanced understanding of, and experience applying, carbon emissions accounting practices and methodologies, including the development of corporate GHG emissions inventories
- Advanced Excel skills, including ability to create analysis models and transform data. Includes regular use of functions such as Index Match, Pivot Tables, and If statements
- Experience managing multiple data projects and coordinating work across team members
- Expertise reformatting, cleaning, gap-filling and delivering insights from large and complex datasets
- Expertise applying basic statistical concepts and analyses, e.g. variability, trend analysis
- Interest in working with software (no coding required)
- Preferred: management experience with direct reports
- Preferred: experience verifying corporate GHG emissions inventories
- Preferred: experience with common financial analyses, e.g. ROI, IRR, NPV
- Preferred: experience working with and delivering directly to clients in a consulting context
- Preferred: experience in one or more data tools beyond Excel, e.g. Python, Tableau
- Preferred: experience with commonly used reporting frameworks such as GRI, TCFD and CDP

Commitment to Diversity and Inclusion

Optera is committed to creating a diverse environment that is safe and welcoming to all. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We take this very seriously and expect that you do too.

Benefits

- Salary: \$75,000 - \$90,000
- Flexible work schedule and unrestricted PTO
- Ability to work remotely up to 25% beginning Fall 2021 (currently fully remote)
- Health insurance
- Short-term Disability Insurance
- 12 weeks maternity/paternity leave (8 weeks paid)
- Wellness budget
- Budget for home/office workstation
- EcoPass (regional bus pass)
- Budget for professional development
- Team happy hours, retreats, hikes/bike rides, yoga, and ping-pong

Location: Boulder, CO

Position: Full-time

Salary: \$75,000 – 90,000

How to Apply

Please send a brief statement of interest and resume to hring@opteraclimate.com with the subject line “Data Analyst, Team Lead – [Your Name].”

Note: If selected to move forward in the interview process, you may be asked to complete a short, at-home data analysis task in Excel.

Thank you for your interest!