Name of the Position: Executive Assistant for the Executive Leadership Team

Location: Germany, UK, France

Job Purpose and Background: The Executive Assistant for the Executive Leadership Team is key in providing daily operational and administrative support to SBTi’s Leadership team. Daily activities include attending ELT meetings, supporting with note-taking and decision-making documentation, supporting in travel and accommodation arrangements, and supporting in planning company-wide face-to-face meetings. Working with the Head of the CEO’s Office, the Executive Assistant will support coordination across the ELT team to make sure priorities are addressed and requests to the ELT are responded to.

This position will report to the Head of the CEO's Office based in Mexico

This role plays an important part in achieving: timely coordination and strategic support to the executive leadership team to ensure meetings are run smoothly, decision-making is documented, and day-to-day commitments of the ELT are met.

You are a great fit for this role if you: have experience working with C-suite executives, and have good organizational and time management skills that help you prioritize and participate in different activities. This person should also have good communication skills both verbal and written, and be able to adapt quickly and feel comfortable working in a fast-paced environment. Last but not least, the ideal candidate has a passion for climate change, sustainability, or environmental topics and is keen to learn new things.

About the SBTi:

The Science Based Targets Initiative (SBTi) is a global body enabling businesses to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies’ targets.

For more information, please visit www.sciencebasedtargets.org
Key responsibilities include:

- Manage scheduling and coordinate travel arrangements for the executive leadership (ELT) team members (4-5);
- Sort and triage mail; maintain e-mail and other address directories for the ELT team;
- Organize and prepare for executive leadership team in-person meetings, including gathering documents and attending to logistics of meetings;
- Support with note-taking during executive leadership team meetings (online and in person);
- Support the ELT in team coordination for special requests;
- Serve as a liaison between the Head of the CEO’s office and the ELT Team to follow up on items, and add agenda topics to weekly meetings;
- Work with the Head of the CEO’s office to prepare meeting briefings, summaries, and follow-up plans;
- Support the Head of the CEO's office when planning company-wide face-to-face meetings;
- Attend ELT face-to-face meetings and support the Head of the CEO's Office in note-taking, and logistics;

Essential skills and experience needed:

- English proficiency;
- Experience working with C-suite level executives;
- Proficiency with office productivity tools and an aptitude for learning new software and systems;
- Experience working in a virtual environment;
- Excellent written and verbal communication skills;
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects;
- Proactivity and self-direction;
- Adaptability to change priorities and amend agendas as needed;
- Good interpersonal skills and ability to be a team player;

Desirable criteria:

- Interest or experience working in the sustainability or climate space;
- Experience using project management tools such as Asana and Slack;

This is a full-time role based in Germany, the UK or France.

The salary for this role will depend on location and experience level. This role is a fixed-term contract for 12 months with the possibility of extension.

Interested candidates should be legally allowed to work in the countries specified. The SBTi cannot sponsor any working visas.
What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Training and development;
- Attractive holiday package.

To apply, please send your application on the next form: https://forms.gle/y4y1xWk3ZBgqxZoS7

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.