

## **Executive Assistant**

**Location: Brazil**

### **Job Purpose and Background:**

The SBTi is looking for an Executive Assistant to provide support to our CEO and Executive Director of the SBTi. The Executive Assistant will provide the necessary support to ensure the efficient flow of information, actions on instructions, agendas, and other administrative processes.

### **About you:**

You are a fast learner, proactive and self-motivated professional who is able to prioritize among different tasks and deadlines. You are a team player with strong communication and diplomatic skills that enjoys engaging on a daily basis with different stakeholders outside the initiative and coordinating with colleagues within the SBTi. Finally, you are an organized professional that is able to multitask in a fast-paced team environment.

### **About the SBTi:**

The Science Based Targets initiative (SBTi) is a joint initiative between CDP, UN Global Compact, the World Resources Institute, and World Wildlife Fund, aiming to catalyze change towards a net-zero economy by driving the adoption of GHG emission reduction targets in the corporate sector that are consistent with the ambition required to limit global warming to 1.5°C. Over 2,000 of the world's largest and most influential companies have joined the Science Based Targets initiative to date. Please visit [www.sciencebasedtargets.org](http://www.sciencebasedtargets.org) to find out more.

### **Key responsibilities include:**

Day to day agenda and administrative support to the CEO and Executive Director, including the following activities:

- Providing proactive day-to-day support and diary management, email correspondence management, and inbox prioritization. This includes liaising with all relevant parties, arranging and administering meetings, and making relevant travel and accommodation arrangements;
- Briefing on meeting agenda and people attending before meetings;
- Accurately draft and prepare presentations and reports as requested; Ensure that all documents are formatted as per brand requirements and delivered in a timely manner;

- Research external meetings or conferences and prepare briefings on the organizations and people they will be meeting;
- Managing relevant payments, expenditure, expenses, and invoicing processes;
- To perform any other reasonable tasks as are requested by the organization.

Organizing and administering SBTi Board and Leadership Team meetings, may include but is not limited to:

- Scheduling meetings at a time and date that is convenient to all parties;
- Work with the Board Chair and CEO to agree and disseminate the agenda for board meetings and Leadership Team meetings;
- Liaising with appropriate external contacts and internal teams;
- Collating and circulating papers in advance of the meeting;
- Minuting meetings and agreeing with the relevant parties (e.g. SBTi Board Chair) before disseminating them (noting that some meetings may be confidential in nature).

#### **Essential skills and experience needed:**

- Demonstrable experience of working with and supporting C-suite, senior manager, or board member with at least a minimum of 4 years experience in a similar role, ideally in a medium or large-sized organization;
- Excellent communication skills, both verbal and written, especially with the confidence to arrange high-level meetings;
- Fluency in English
- Efficiency, with excellent attention to detail;
- Great organizational skills with the ability to manage own time and multitask;
- An understanding of the need for complete confidentiality and professionalism;
- Strong IT skills including Microsoft Office Suite to include - Microsoft Word (including mail merge), Excel, Internet, PowerPoint;
- Personable with the ability to build and maintain good relationships with all levels of staff.
- Be a strong team player

#### **Desirable criteria:**

- Ability to work proactively with minimum supervision
- Willing to learn and deal with areas outside existing personal expertise
- An interest in the environment, sustainability and our work
- Experience using digital tools such as Asana, CRM systems, Slack, etc.
- Experience in an international workplace.

This is a full-time role based in Brazil candidates should have a legal permit to work in the location specified. The SBTi cannot sponsor any working visas.

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

### **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.

### **How to apply:**

Please email your CV and a cover letter setting out how you meet the required skills, experience or key responsibilities, salary expectations and why you would like to work in the SBTi. Which should be no more than two pages together, to [careers@sciencebasedtargets.org](mailto:careers@sciencebasedtargets.org) with Executive Assistant followed by your first name and surname in the subject. The deadline for applying is April 29th.

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 on the basis of race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.