

Administrative Assistant

Job description, December 2023

Emergent is a mission-focused non-profit designed to create a pathway to zero tropical deforestation. Emergent acts as an intermediary between forest countries and the private sector, facilitating transactions of high-integrity carbon credits from national-scale forest protection programs. Backed by a coalition of governments, NGOs, and major corporations, Emergent is catalyzing a market that will channel billions of dollars of new funding into tropical forest protection and sustainable development.

We are looking for an Administrative Assistant to join our team. The Assistant is responsible for administrative functions supporting the Emergent team. They'll serve as an office manager for our office in Sitges, Spain, and support international travel bookings for our staff.

Our ideal candidate is both organized and detail oriented. They have experience providing administrative and office management, and they're excited to promote Emergent's values and support the team.

You will join an exciting organization that deeply cares about growing with people who have strong judgement, execute fast, take ownership, act responsibly, help the team advance and improve its standards.

This is a full-time role starting in February and based in Sitges, Spain. The incoming Administrative Assistant will report to the Head of HR and Operations and work closely with the Executive Assistant and Senior Executive Assistant.

Responsibilities

This position is based in Sitges, Barcelona and will support employees in various countries around the globe (i.e., US, UK, & Spain in particular). The AA is a key member of the organization and supports our full staff in various administrative responsibilities including but not limited to:

Scheduling

- Schedule virtual cross-functional multi-lateral meetings with internal and external parties, rescheduling as necessary to accommodate changes
- Create and host videoconferences, managing translation services, breakout rooms and other features as needed (domestic, international; from small to very large in scope)

Travel coordination

- Arrange domestic and international travel, including flight, accommodation, transportation bookings, and process visa applications as necessary.

- Ensure executives have all necessary travel-related information and documents in advance of travel.

General administration

- Document meeting minutes, document support, and MS Excel file management
- Time & Expense and Invoice Reporting and Reconciliation
- Handle sensitive and confidential information with discretion and maintain a high level of professionalism.

Office management

- Oversee the daily operations of the office, ensuring that all administrative processes run smoothly and that the office is clean, well-organized, and safe.
- Maintain office supplies, equipment, and services, and coordinate with vendors as needed, with an emphasis on cost effective solutions
- Handle maintenance requests and repairs in a timely manner.
- Implement and ensure adherence to best practices around the Sitges and Barcelona offices (i.e. receiving guests, health and safety, etc.).
- Serve as a point of contact for team members visiting the office, addressing requests, queries and concerns
- Handle invoicing, memberships, events registrations and maintenance of office supplies and equipment at Barcelona coworking space
- Coordinate office-wide events, meetings, and activities
- Foster a positive and collaborative office culture

Qualifications

- Bachelor's degree in a related field is preferred
- 3 years' experience in an administrative role
- Excellent written and verbal communication skills
- Proficiency in MS Suite, including Outlook, Calendar, Teams and Office
- Strong organizational and time management abilities
- Attention to detail, ability to problem-solve, and discreet and trustworthy when handling confidential or sensitive information
- Ability to adapt to changing priorities and work independently
- Demonstrated ability to interact effectively with all the levels of an organization
- Excellent project management skills.
- Excellent communication skills in English (both written and oral). Conversational Spanish language required, full proficiency is preferred.
- Motivated team player with a positive attitude who works well in a fast-paced environment.
- Successful track record of managing competing priorities effectively through a proactive approach.

- Ability to work from the Sitges office 4-5 days per week, with flexibility to work from the Barcelona office as work flow requires
- Flexibility to work later in the day, as necessary.

Additional Information

Applicants must have work authorization in Spain.

Emergent provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, local or other applicable laws.

To apply, please send your resume to jobs@emergentclimate.com and include a brief cover letter that tells us why you think you'd be a good candidate for this role.