

ENVIRO SUSTAIN

JOB TITLE

Executive Assistant to the Management Team

EXPERIENCE LEVEL

Mid-level

ABOUT THE ROLE

We are seeking an Executive Assistant for our Management team. You will provide administrative support for our Managing Directors and Partners and serve as the primary point of contact for internal and external enquiries.

The role will include: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging travel plans, itineraries, and agendas; and compiling documents, including PowerPoint presentations for meetings and speaking engagements.

Depending on requirements, you may also help with proofreading and translation (German/English) of relevant documents.

WHO ARE WE LOOKING FOR?

At ES, we are a mixture of individuals from disciplines across sustainability, engineering, architecture and environmental sciences but we all have one thing in common, we all believe in our vision 'Healthy, sustainable space. For everyone.'

Sustainability and the built environment are fast moving due to innovation, technological advances as well as regulatory changes and new policy that may be introduced. Because of this, our scope of work is constantly evolving and we find that the people who flourish at ES are those who are flexible, eager to bring new ideas, have a willingness to learn and push their own boundaries as well as those of our clients.

As you will see, we offer a very flexible approach to working life and look for people to join us who can work autonomously but diligently in order to achieve excellent results. If you are considering joining our team, we ask that you uphold our core values; accountability, curiosity, excellence.

Our clients and the work are often challenging with shifting timescales, actions and creative solutions needed, but if you are passionate and enjoy a challenge, we will in return give you great benefits, opportunities to study further, learn new skills and progress your career.

Does that sound like you? Read on to find out more about the role and what we can offer you as part of our team.

TECHNICAL REQUIREMENTS

- Five or more years experience in a similar roll
- Excellent knowledge of Microsoft packages, in particular PowerPoint
- Confident proofreader
- Fluent in written and spoken German and English.

KEY EXPERIENCE

- Able to manage a busy inbox and monitor emails and calls and delegate accordingly
- Experience of acting as the first point of contact internally and with external clients
- Ability to project managing meetings and internal events and facilitate logistics as required
- Ensuring all documents are prepared in advance of meetings including preparation of presentations
- Proactive travel research and planning including, air/train travel, hotels, transfers.

DESIRABLE SKILLS

- Attention to detail and ownership for the delivery of high-quality work
- Strong organisational skills with ability to prioritise conflicting workloads
- Able to use own judgment and make decisions
- An interest in sustainability/climate related subjects.

WHO ARE WE?

We aren't just a team of sustainability consultants. We are architects, civil engineers, environmental engineers, geologists, climate scientists, energy specialists, climate campaigners, and building enthusiasts. And we think if you have a passion for sustainability and buildings, then you'll fit right in.

Since 2001, EnviroSustain has offered a wide range of sustainability and technical consulting services in the real estate sector. Our clients are owners of large real estate portfolios in Germany and other European countries. With a team of passionate individuals, we're helping our clients tackle the important issues linked to the climate crisis, EU regulations and ESG strategy and risk head on.

OUR ETHOS

At ES, we know that not everyone is an early bird or a night owl, that you might want to take a long walk at lunch time to get away from your screen or go to the gym during its quiet hours.

We realise that you might want to visit family for a few weeks, work from a quiet café or even take the plunge and move to a different country. We understand the struggles of childcare during the school holidays, unexpected sickness, or doctors' appointments and that sometimes, life just happens. Because we're all human, and we wanted to create a workplace that fits in with your life, not be a detriment to it.

Above all, our corporate imperative is to ensure continuous health and well-being of our employees.

STAFF BENEFITS

- **Remote work:** Our team members are currently based in different locations throughout Germany and the UK with around half based in the Berlin head office, some in our Kassel office and the rest in their home offices. You're free to work from a location that suits you.
- **Truly flexible hours:** Like waking up at 5am to get on with your day? Or prefer working in the evening once the kids have gone to bed? You're free to work the hours that fit around your life.
- **Part-time options:** Almost half of our team are employed on a part-time basis and we offer support for those returning to work after a career break or maternity leave.
- **Learning and development:** Our employees participate in a wide range of training courses, online events on ESG, green building and legislative changes (SFDR and EU taxonomy) and language courses for all employees.
- **Subsidised travel:** We offer employees paid public transport to and from the office, BahnCard 50 and bicycle leasing through JobRad.
- **Additional benefits including:** 30 days annual leave, pension contribution, health care, bike rental scheme, volunteering opportunities, Christmas off and personal carbon offsetting for all staff!

WHY WORK WITH US?

1. Join a team who are passionate about using their skills to reduce the climate impact of buildings for a more sustainable future.
2. Truly flexible approach to working life for optimum staff wellbeing.
3. Collaborative and encouraging working environment with an open feedback culture - we love a new idea!
4. Regular team workshops in Berlin and visits to other exciting cities and sustainability events to stay connected.
5. Experience working with key real estate clients moving towards a low carbon future and a circular economy.

HOW TO APPLY

We will only pursue applications that show clear grasp of both German and English and meet the requirements set out in this document. Please review these carefully before applying.

Please apply by sending your CV and a letter of application stating how you meet the requirements to:

bewerbung@es-info.com