

## Position Description

Position details	
<b>Title: Executive Assistant</b>	<b>Reports to: Co-CEOs</b>
<b>Executive Team</b>	<b>Number of direct reports: No direct reports.</b>
<b>Location: Sydney, but flexible</b>	<b>Job Classification: Dependent on experience</b> <b>Salary package: \$60,000-\$80,000, plus super and bonus</b>
<b>About Climate Friendly</b>	<p>Acting to combat climate change is one of the world’s most pressing challenges. Climate Friendly was founded in 2003 as a profit-for-purpose business. Our growing team is passionate about active land management, and we are focused on finding economically viable solutions to maximise our impact on climate change. We have a proven track record, having reached over 20Mt in carbon abatement by the end of 2020. We are scaling up to reduce emissions by 100Mt by 2025, helping to build a sustainable land sector as a part of a net zero carbon economy by 2050.</p> <p>As one of Australia’s largest and most experienced carbon farming project service providers, Climate Friendly helps landowners and land managers to unlock economic, social and environmental value through improved management of Australia’s land. This includes more than 130 carbon projects partnering with farmers, plantation managers, agribusiness, and Traditional Custodian covering more than 10 million hectares of land.</p>
<b>Main purpose of this position:</b>	The role will primarily support the Co-CEOs, but will also support the Executive Management team in the business. The role also requires providing general support to the office and admin team as required.
<b>Key outcomes for this position:</b>	<p><i>Include but are not limited to assisting the Co-CEOs and Executive Managers with:</i></p> <ul style="list-style-type: none"> <li>• Diary support, inbox management and scheduling and organising meetings.</li> <li>• Organising travel interstate and overseas.</li> <li>• Assisting with expense reconciliation.</li> <li>• Maintaining contact information and updating the CRM system.</li> </ul> <p>Other tasks include:</p> <ul style="list-style-type: none"> <li>• Maintaining filing system of company records.</li> <li>• Assisting to upload Board papers to Diligent as required.</li> <li>• Office printing as required.</li> <li>• Maintaining office and meeting rooms.</li> <li>• Drafting professional emails, memos and communications.</li> <li>• Creating PowerPoint presentations for Offsites, investor meetings and internal meetings.</li> <li>• Taking meeting minutes</li> <li>• Basic data entry</li> <li>• Organising gifts for employees and external parties and organising catering</li> </ul>

Selection Criteria -  
Knowledge Skills  
& Experience:

*Include but are not limited to:*

- Have 5 years of relevant administration experience.
- Highly organised self-starter with an ability to work across multiple activities with good time management skills.
- Polished and professional communication skills both verbally and in written form.
- Intermediate to Advanced Microsoft Office skills.
- Positive attitude.
- Confident, friendly personality with an ability to work as part of a team.
- Ideal candidate will be comfortable working in a highly professional and corporate environment, have good initiate and problem solving skills.

To apply for the position please **submit your CV and a short cover letter** addressing the selection criteria to [recruitment@climatefriendly.com](mailto:recruitment@climatefriendly.com) by **14 April 2021**.