

Job Description – Executive Administrative Assistant (Temp/Perm) for Environmental Consultancy (US)

Location:

Occasional travel to New York City.

Hours of work:

Full time or part time, (Full time is considered 45 hours per week, Monday to Friday, between hours of 09:00 - 18:30)

Start date:

As soon as possible. An indication of the notice period you are required to work or graduation date (if relevant) and your earliest possible start date should be identified in your cover letter.

About the company:

Eunomia Research & Consulting is an independent and ethical environmental consultancy. We are a mission-oriented business, and our goal is to be influential in bringing about positive change: we embrace this in all that we do.

Eunomia work primarily in the fields of waste management, resource efficiency, circular economy, low carbon energy, marine planning and climate change mitigation. We employ around 120 staff and have offices in the UK, Brussels, Athens, New York, Sydney and Auckland.

Eunomia's client base in the North America includes, state governments, multi-national consumer goods companies, equity investment funds as well as international NGO's.

Our desire to lead by example, and our enthusiastic and supportive team, makes Eunomia a stimulating and rewarding place to work.

If successful you will be joining a team that is expected to double over the next year with significant growth over the next 5 years.

Job description:

We are looking for an enthusiastic Office Administrator to join a small but growing team of environmental consultants based in Brooklyn, New York. The successful candidate will provide support to the CEO of Eunomia Research & Consulting North America and the small team with a variety of tasks.

Responsibilities:

Key responsibilities of the role will include:

- Working the central support services on recruitment, management of the business in the US and general office support;

- Organising meetings;
- Taking minutes at meetings;
- Responding to emails for CEO;
- General administrative support.

Person specification:

The successful candidate will be reliable, flexible, enjoy working as part of a team and willing to assist colleagues when required. They will be well organised and able to manage their time effectively.

Essential Criteria:

- Extremely detail-orientated;
- Ability to prioritise and work to deadlines;
- Willingness to learn and develop;
- Positive and flexible attitude;
- Good knowledge of Microsoft Outlook and Excel.

Desirable Criteria

Interest in working in the environmental sector.

Reports to:

CEO

Remuneration

Dependent on qualifications and experience.

Benefits (based on full time equivalent)

- 401K retirement plan with Employer contributions up to 4% of salary, on a match funding basis after 6 months of service;
- Life insurance;
- Sick leave of 7 days per calendar year (pro-rated for part years), with no carry over to the following year;
- Health plan;
- 15 days annual leave entitlement, plus 8 public holidays (pro-rated for part-year working), rising by one day for each additional year's service to a maximum of 20 days.

Application information

In order to be considered all applications should be submitted electronically to jobs@eunomia.co.uk by the closing date of 25th April 2021 and **must include the following:**

- 1) **A formal covering letter (maximum 2 pages) should be submitted in a word format, not PDF addressed to Sarah Edwards summarising your reasons for applying for the post, your suitability for the post, why you would like to work for Eunomia, where you saw the post advertised and your salary expectations.**



- 2) **A resume (maximum 2 pages) to be submitted in a word format, not PDF and contain all of the necessary information required by Eunomia.**

All applicants must have a visa to be able to legally work in the US or Canada.

Hardcopy applications will not be considered.

No agencies please.

If you have any queries please submit these by email to: jobs@eunomia.co.uk

The Company reserves the right not to appoint anyone if no suitable candidates come forward.

Eunomia Research & Consulting is committed to protecting data and respecting the privacy of persons it deals with. In so doing, we comply with the requirements of the General Data Protection Regulations (GDPR) 2018. We confirm that in the event you apply for a role within Eunomia, your details will be securely held by the company in line with the company's Privacy Policy which is available on Eunomia's website. We encourage you to read this policy in order that you understand our legitimate reasons for processing your data, as well as your rights with regard to submitting your personal information to us with regard to recruitment.