

Job Title: Administrative Assistant
Department: Countability and Administration
Location: Remote - Worldwide
Start Date: Immediately
Reports to: Direction

About us

At BioCarbon, we are dedicated to driving positive change in climate action and biodiversity conservation. As a leading organization, we manage two impactful programs: the GHG Crediting Program (BioCarbon Standard) and the Biodiversity Crediting Program (BioCarbon Biodiversity Standard).

Our initiatives align seamlessly with Sustainability, fostering resilience and actively contributing to the realization of the United Nations' Sustainable Development Goals (SDGs). We recognize the urgent need for collective action and remain steadfast in our commitment to a more sustainable and equitable world.

As a proud women-owned business and a signatory to the United Nations Women's Empowerment Principles (WEPs), we prioritize gender equality as a cornerstone of our mission. We believe that empowering women is integral to achieving lasting positive impacts in our work and beyond.

Position Overview

The Administrative Assistant at BioCarbon Cert plays a crucial role in providing essential support to ensure the smooth functioning of the administrative operations. The role requires a detail-oriented and organized individual who can manage various administrative tasks efficiently. The Administrative Assistant will be responsible for assisting with day-to-day activities, coordinating office functions, and ensuring effective communication within the team and with external stakeholders.

Key Responsibilities:

1. Provide general administrative support, including managing schedules, handling correspondence, and organizing meetings.
2. Assist in maintaining and organizing office files, records, and documents.
3. Coordinate travel arrangements and accommodations for team members.
4. Assist in the preparation of reports, presentations, and other documentation.
5. Respond to inquiries and communicate effectively with internal and external stakeholders.
6. Collaborate with team members to ensure smooth day-to-day operations.

Specific function responsibilities

1. Financial Area
 - Supervision of payment of various invoices and monthly payrolls.
 - Control of Operating Expenses
2. Human Resources Area
 - Welcome to new members of the BioCarbon team.
 - Provide all necessary documentation in coordination with the Compliance Officer (policies and procedures).
 - Handling complaints and grievances (in collaboration with the Compliance Officer if necessary).

3. Documentation
 - Organization and administration of documents.
4. Support in travel Planning and events participation.

Qualifications:

- Proven experience of a minimum of **5 years** as an administrative assistant or in a related role.
- Strong organizational and multitasking skills. Effective time management, scheduling, and prioritization skills.
- Excellent communication and interpersonal abilities.
- Superior writing ability (Spanish and English).
- Proficiency in MS Office Suite and other relevant software.
- Attention to detail and a proactive approach to problem-solving
- English is a prerequisite

What to know

- Remote working
- Contract for rendering services

To work at BioCarbon means...

- **Commitment to Sustainability:** you will contribute to a company dedicated to sustainable solutions and environmental conservation.
- **Professional Development Opportunities** such as continuous learning, skill development, and career advancement.
- **Inclusive work environment,** embracing diversity and ensuring equal opportunities for all employees.
- **Flexible Work Arrangements:** we offer flexible work arrangements, such as remote work options or flexible schedules, promoting work-life balance.
- **Collaborative Team Environment:** you will benefit from a collaborative and supportive team environment, encouraging innovation and teamwork.

- Social and Environmental Impact: you will contribute to projects and initiatives with a positive impact on climate change and biodiversity conservation.
- Networking Opportunities: you may have the chance to connect with professionals, experts, and stakeholders in the environmental and carbon market sectors.
- Competitive salaries and benefit packages to attract and retain top talent.

Compensation

BioCarbon recognizes compensation is a critical component in attracting, retaining, and motivating employees. In exchange, we anticipate that every employee will, at the very least:

1. Fulfill expectations regarding work effort and performance.
2. Proactively acquire the skills and knowledge necessary to perform their job effectively.
3. Demonstrate a commitment to embodying BioCarbon's values.

For this position, the salary range is to be agreed upon at a later stage, allowing for negotiation or discussion.

The ultimate compensation provided will be dependent on the role, level, and location. We will acknowledge employees who exceed anticipated performance through salary increases and/or promotions, but achieving these rewards will require a high standard of excellence.

How to apply

Please send your application to gposada@biocarbonstandard.com, including:

- Your CV/Resume (to avoid bias, we appreciate you not including a personal picture)
- A cover letter (no more than one page)

BioCarbon ensures equal opportunities for all candidates and employees, committing to cultivating a workplace free from discrimination. We rely on a transparent recruitment and hiring policy that upholds equal labor rights, irrespective of race, color, religion, gender identity, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic.

Join us in making a positive impact on the world!