

Administrative Assistant

Job Objective

Provide comprehensive administrative support to the Executive Director, technical team, and various organizational departments, ensuring operational efficiency in document management, logistics, finance, and human resources.

Main Responsibilities

1. Support to Management
 - Maintain an up-to-date schedule for the CEO and executive team.
 - Coordinate meetings, events, and institutional commitments.
 - Use platforms such as Google Calendar and Monday.com for scheduling and follow-up.
2. Activity Management and Logistics
 - Assist in organizing events, meetings, and international missions.
 - Coordinate registrations, lodging reservations, and ticket purchases.
3. DSA (Daily Subsistence Allowance) Administration
 - Design and maintain an up-to-date per diem system according to internal policies.
4. Document Management
 - Manage the signing of documents using platforms such as DocuSign.
 - Organize and safeguard both physical and digital files using platforms like Dropbox and Google Drive.
5. Support to the Human Resources Department
 - Manage and control documentation for hiring processes.
 - Assist in the logistics of recruitment and administrative onboarding of new staff.
6. Support to the Finance Department
 - Manage billing statements and invoice verification.
 - Participate in bank reconciliations and monitor social security payments.
 - Assist in budgeting processes and accounts receivable management.
7. Project and Platform Management
 - Ensure complete project documentation is registered on platforms such as Global Carbon Trace.
 - Manage subscriptions and access to institutional platforms (Monday.com, Dropbox, DocuSign, etc.).

- Monitor the validity of institutional partnerships and memberships.

8. Support in Communications

- Contribute to the drafting of notes and posts for institutional social media.

Required Profile

- Technical or professional training in administration, accounting, or related fields.
- Minimum of 2 years of experience in similar administrative roles.
- Proficiency in digital tools (Google Workspace, Dropbox, management platforms).
- Strong organizational skills, proactivity, and confidentiality.

What to know

- Hybrid working (remote and in-office)
- Contract for rendering services

To work at BioCarbon means...

- Commitment to Sustainability: contribute to a company dedicated to sustainable solutions and environmental and biodiversity conservation.
- Inclusive work environment: Embrace diversity and ensure equal opportunities for all employees.
- Competitive salaries and Benefit Packages: Attract and retain top talent.
- International Insurance Coverage.
- Flexible Work Arrangements: Remote work options or flexible schedules, promoting work-life balance.
- Collaborative Team Environment: Benefit from a collaborative and supportive team environment encouraging innovation and teamwork.
- Social and Environmental Impact: Contribute to projects and initiatives with a positive impact on climate change and biodiversity conservation.