

**Job Title:** Executive Assistant

**Department:** Countability and Administration

**Location/type:** Bogotá, Colombia – Hybrid work (remote and in-office)

**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 Executive 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 Executive 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 comprehensive administrative support, including managing schedules, handling correspondence, and organizing meetings for the team.
2. Maintain and organize office files, records, and important documents.
3. Coordinate travel arrangements and accommodations for team members, ensuring smooth logistics for corporate events and business trips.
4. Assist in preparing reports, presentations, and other documentation as needed.
5. Respond to internal and external inquiries, ensuring clear and effective communication with all stakeholders.
6. Collaborate with team members to facilitate seamless day-to-day office operations.

## Specific function responsibilities

- **Corporate Travel Coordination:** Manage reservations, tickets, Daily Subsistence Allowance (DSA), and related tasks for corporate travels and event participation.
- **Travel Expense Reimbursements:** Monitor and follow up on travel expense reimbursement forms to ensure timely processing.
- **Invoice and Payroll Supervision:** Oversee the payment of invoices and monthly payrolls.

- **Accounts Receivable:** Follow up on unpaid invoices, utilizing communication efforts and legal means for collection as necessary.
- **Expense Control:** Monitor and control operating expenses, ensuring compliance with company budget.
- **Executive Board Support:** Assist with agenda management, taking meeting minutes, and providing overall support to the Executive Board.
- **Contract Management:** Support the signing and processing of contracts with collaborators and partners via DocuSign, ensuring accurate logging and tracking of all documents.
- **Human Resources Support:** Assist the HR department with documentation, recruitment, and onboarding processes.
- **Document Administration:** Ensure efficient organization and management of all company documents.
- **Financial & Administrative Compliance:** Ensure that all administrative and financial operations align with the BioCarbon Business Plan.
- **Communications Support:** Collaborate with the Communications team to prepare notes and publications for the company's social media platforms.

## Qualifications:

- Proven experience of a minimum of **5 years** as an executive 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, Dropbox and other relevant software.
- Attention to detail and a proactive approach to problem-solving.
- English is a prerequisite

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.

## 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 [katherine@recluta.org](mailto:katherine@recluta.org), 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!