



**RSB**  
Roundtable on  
Sustainable Biomaterials  
[www.rsb.org](http://www.rsb.org)

## ROUNDTABLE ON SUSTAINABLE BIOMATERIALS

WE'RE HIRING:

### Executive Assistant

**Position type:** Full-time Permanent (Part-time possible)

**Location:** Home-office based, located in Germany (ideally Munich Area)

**Start Date:** TBD

**Application Deadline:** Ongoing until filled



## Are you ready to join a team of passionate, energised and supportive individuals dedicated to advancing the transition to a sustainable and circular bioeconomy?

The Roundtable on Sustainable Biomaterials (RSB) Association seeks a highly motivated organisational talent to join our organisation as **Executive Assistant**, an ideal position for someone interested in furthering an international career in an organisation focused on sustainability and industry transformation.

### About Us

Our small and dedicated team of committed professionals works on a global scale to develop solutions to some of the world's biggest challenges. We operate remotely, situated in many countries around the world, with a strong, collaborative working environment fostering professional development and a healthy work-life balance. Our team allows for individual autonomy and the opportunity to engage with a full spectrum of roles within the diverse range of organisations in our stakeholder base.



The RSB is a global, multi-stakeholder organisation dedicated to driving the truly sustainable development of the bioeconomy based on our best-in-class sustainability framework. Frequently noted as industry leaders in navigating the complexities of supply chain sustainability, we take pride in applying our robust sustainability framework in diverse sectors including aviation, chemicals, materials, and shipping, among others. For more information, visit [www.rsb.org](http://www.rsb.org)

## Your Role

As Executive Assistant, you will be closely working with RSB's Executive Director. By ensuring a smooth and efficient work routine, you will contribute to the overall success of the organisation. You:

- Proactively manage complex and changing schedules, tasks and deadlines, communications, and set up meetings with external partners.
- Participate in meetings to ensure effective follow-up activities.
- Plan and organise travel and logistics, and manage expenses.
- Organise and coordinate meetings and calls, anticipating support and coordination needs.
- Research topics related to decarbonisation and sustainable industry transformation, and professionally prepare presentations, briefs and talking points.
- Manage and track open issues and follow-up on activities.
- Handle smaller projects and coordinate with the wider RSB Team.

## About You

This is what RSB values in you:

- You have a bachelor's degree and are a self-starter with a hands-on mentality, with three or more years work experience in team and executive assistance, ideally in a fast-paced and international environment.
- Working for a sustainability organisation energises you and you are dedicated to RSB's mission to enable a sustainable, circular bioeconomy.
- You are an organisational talent and love to work independently in a thorough and structured manner.
- You have a positive mindset and always find creative and pragmatic solutions with your can-do attitude.
- You pay great attention to detail and bring strong planning and forward-thinking capabilities.
- You inspire and motivate your colleagues with your open, likeable manner.
- You possess excellent written and verbal communications skills in both German and English, have proficient skills in spelling, punctuation, grammar usage, composition and editing; you can collect data and prepare professional and accurate presentation materials.
- You are familiar with MS Office 365 programmes, Adobe Acrobat, Salesforce, and other digital tools such as Asana, Guru or Zoho.

## Why Work With Us

Join a small, dedicated, and multicultural team of professionals committed to building a brighter future for people and planet.

### Our Benefits

- Competitive salary
- Excellent holiday provision with 30 days annual paid leave
- Annual salary adjustments for cost-of-living increases
- Flexible working hours
- Remote working in home-office, with periodic in-person team meetings
- Professional development opportunities

### Important Information

- **Location:** Mainly home office-based (Germany, ideally in the Munich area). Regional and global travel will be required from time to time for team meetings.
- **Full-time,** Part-time possible
- **Start Date:** As soon as possible
- **Duration:** Permanent

## How To Apply

1. Provide a **Cover Letter** describing why you wish to work with us and why you are the right fit
2. Provide your **CV**, no more than 2 pages please.
3. Email your application to Sam Hansen, RSB's Finance & Administration Manager, at [sam.hansen@rsb.org](mailto:sam.hansen@rsb.org) with the subject line, "Organisational Talent"