



RSB
Roundtable on
Sustainable Biomaterials
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

Start Date: 1 May 2023

Deadline for application: 03 March 2023

Are you ready to join a team of passionate, energised, and supportive individuals dedicated to the transformation to a sustainable, biobased and circular economy?

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

About Us

We are a small and dedicated team of committed professionals working on a global scale to develop solutions to some of the world's biggest challenges. We are a remote team, 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 Standard. We are frequently noted as industry leaders in navigating the complexities of supply chain sustainability and 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

Your Role

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

- Support the Executive Director, ensuring smooth administrative support such as proactively managing complex and changing schedules, tasks and deadlines, communications, and setting up meetings with external partners;
- Participate in internal and external calls to ensure effective follow-up activities;
- Plan and organize 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 RSB Team.

About You

As a valued member of RSB's team, you:

- Have a bachelor's degree, background as a self-starter with a hands-on mentality, and 3 or more years' experience in team & executive assistance, ideally in a fast-paced and international environment;
- Are energized working for a sustainability organisation energises you and dedicated to RSB's mission to enable a sustainable, bio-based and circular economy;
- Have an organisational talent and love to work independently, in a thorough and structured manner;
- Have a positive mindset and find creative and pragmatic solutions with your can-do attitude;
- Pay great attention to detail and bring strong planning and forward-thinking capabilities;
- Inspire and motivate colleagues with your open, likeable manner;
- Have excellent and fluent written and verbal communications skills in English;
- Have the ability to collect data and prepare professional and accurate presentation materials;
- Are comfortable with a remote working, home-office based environment;
- Are proficient working with digital tools such as MS Office 365, Sharepoint, Salesforce, Asana, Guru, and Slack.

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

Important Information

- **Location:** Home-office, based in Germany. Regional and global travel required occasionally for team meetings.
- **Work Permit:** You must already possess the legal status to work in Germany.
- **Full-time,** Part-time possible
- **Start Date:** 1 May, or earlier, if possible
- **Duration:** Permanent
- **Deadline for Applications:** 03 March 2023

How To Apply

1. Describe in your **Cover Letter** why you want to work with us and why you are the right fit
2. Include your **CV** in **PowerPoint format**
3. Send your application to Sam Hansen, RSB's Finance & Administration Manager, at the email address [Sam.Hansen AT rsb.org](mailto:Sam.Hansen@rsb.org), with the subject line: "Organisational Talent"