

## Administrator (Part-Time)

### Overview:

The successful candidate will have an integral role in enabling the growth and productivity of our growing team, helping us build an impact focussed company creating meaningful change. We're an early stage company in a rapid growth stage, with a small but collaborative and energized team.

Climate Risk Services offers advisory services alongside development of product solutions for managing climate risk. On the advisory side, we support clients through governance of climate as a material risk issue and a regulatory compliance issue, building an understanding of how climate should factor into business and operational strategies, developing robust risk management processes and frameworks, and data-based analysis and assessment of climate risks for markets, investment or lending portfolios, and at the asset-level. On the product development side, we are building exciting platform-based enterprise level solutions to support our clients in embedding climate into strategic and financial decision-making. We're focused on turning climate data science into actionable insights, bridging the gap between climate science and financial and operational decision-making.

### What you'll be doing:

You will be the backbone of team support, with your main focus on supporting the COO and CEO on administration and coordination, but also providing broader team support on organisational issues. You will support two office locations and some remote team members, making sure things run smoothly so the team can stay focussed and productive.

Some of your responsibilities will include:

- Calendar management including scheduling of meetings for the COO and CEO
- Coordination of client-facing workshops including scheduling, organisation of physical space when needed, catering, other supports
- Managing internal schedules, such as vacation and holiday planning
- Aggregating timesheet reporting into invoice inputs
- Supporting systems and IT as appropriate; for example, setting up new user profiles across systems
- Setting up of new projects across systems including cloud storage, time tracking, project and task management
- Managing some internal documentation processes, such as collecting lessons learned upon completion of a project or aggregating final internal reporting on hours spent versus estimated
- Formatting of reports, presentations, proposals ensuring consistent application of high quality and brand
- HR support including forming and maintaining employee records, preparing employment contracts under guidance
- Travel arrangements, bookings, and expense management
- Office management, for the office you're based out of, with support for the other office as appropriate remotely (such as booking meeting spaces)
- A variety of other things, as needed for broad support

### What we're looking for:

We're looking for someone who takes initiative, recognising needs before they're articulated and jumping in to fill them. You are organised and structured, efficient, and detail oriented with an eye for accuracy and high quality of work. You're someone who works well independently. You can manage multiple priorities, and are effective at lateral management or managing up when needed to get things done.

**This role would be well-suited to start part-time at 2-3 days per week, with the potential to but not the obligation to increase to full-time as the company grows.**

### What we offer:

The opportunity to be part of an exciting and motivated team, with a flexible working arrangement. You're stepping into the ground level of building something exciting, and you'll be a critical part to the company achieving goals growth. You'll also get:

- Variety. We're growing fast and you'll span a lot of areas of involvement; we also welcome you to spend 20% of your time on your own initiatives that can build your experience in the company and add your unique value across the company.
- Exposure. We're a small company, so you'll see inside everything from setting strategic goals for the year through to building products from the ground up, and will play a key role in supporting across most activities.
- Excitement. You'll be part of a fun, informal, and collaborative team that is excited and passionate about the work we do and the potential we see.

### Location

Preference for candidates to be located in either Oxford, United Kingdom or Amsterdam, Netherlands.

### Diversity & Inclusion

Climate Risk Services believes that diversity is critical to achieve our goals of innovation and building value for our clients. All applications will receive consideration for employment without regard to ethnicity, religion, gender, gender identity or expression, sexual orientation, nationality, disability, age, or social background. We equally value inclusion and are open to flexible or unique working arrangements to enable you to give your best to the company while managing other aspects of life.

### How to Apply

Send a cover letter and your CV to [careers@climateriskservices.com](mailto:careers@climateriskservices.com), and let's have a conversation.

Applications will be reviewed on a rolling basis.