

We are hiring

At ResponsibleSteel, we believe in our mission to maximise steel's contribution to a sustainable society. This can be done by achieving net zero carbon emissions for the steel sector as well as enhancing the responsible sourcing, production, use and recycling of steel.

Virtual Executive Assistant

Location: Home office, preference for CET aligned time zones - where the majority of the current team operates - but open to candidates globally

Reports to: CEO

Hours per week (average): up to 25h/week

Overtime status: Exempt

Summary

We are a not-for-profit multi-stakeholder organisation (currently waiting for charity status confirmation) founded to bring together business, civil society and downstream users of steel, to provide a global standard and certification initiative for steel. We have built a consensus on what sustainability looks like for steel - including the impacts of mining, steel production, the scrap metal supply chain, greenhouse gas emissions, water use, workers' rights, communities and biodiversity. Our Members include steel makers, mining companies, buyers of steel from automotive and construction as well as civil society organisations focused on labour rights, biodiversity, climate change and many other important issues. We currently have over 100 members and near 12% of global steel production in membership.

We are a virtual global team and we are looking for a highly organised and efficient individual to join our small but growing team in a support function, helping us navigate the challenges of operating in a virtual environment. This is currently a part-time role but as we grow there is potential for this to develop into a full-time opportunity.

Responsibilities

The virtual executive assistant is integral to the efficient running of the ResponsibleSteel team's day-to-day activities helping us deliver on our missions.

Administration

- Supporting the team with all areas of administration including record management and filing in the cloud
- Being first point of call for emails, phone calls and applications.
- Proof reading and editing
- Occasional invoicing
- Travel arrangements as necessary
- Managing diaries and meetings

Events

- Support the Communications Team in event management (from initial venue sourcing, invitation design etc.. to budgeting to supporting, coordinating responses and setting up and hosting)

Qualifications, Experience & Skills

Qualification:

- Educated to degree level.

Experience:

- Prior experience of working in a business environment and in a virtual setting would be an advantage
- Working for a membership organisation would be a benefit

Skills:

- Demonstrates excellent organizational and managerial skills with attention to detail
- Effective in managing timelines
- Capacity to manage multiple projects simultaneously and successfully
- Energetic and personable; takes initiative and thinks creatively
- Proficiency with MS Office and general business tools for cloud-based collaboration (including organising meetings across multiple time zones)
- Excellent written and verbal communication skills in English
- High level of inter-personal skills, in particular cross-cultural communication
- Enjoy collaborating with others and embrace feedback
- Passion for quality and keen attention to detail
- Thrive working independently with remote management in a decentralised team

To apply

Applications will be accepted on a rolling basis. Please submit your cover letter and resume for this role to recruitment@responsiblesteel.org specifying **Virtual Executive Assistant** in the email subject line. Applications without cover letters will not be considered.

Please note that you must have authorisation to work in your designated home country (country of employment)

Benefits

Benefits and compensation vary per region and are competitive with local prevailing packages. They will take into account experience, location, and benefits required by law in the candidate's location, such as pension and leave allowances.

Regardless of location, team members get equipment stipends to ensure they are set up wherever they may be working from, generous leave policies and paid parental leave.

Hiring Statement

ResponsibleSteel is committed to building a diverse and inclusive team. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, colour, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected bylaw in the locality and/or state in which you are working.