



JOB DESCRIPTION

OPERATIONS EXECUTIVE

Location: Remote. Home office, preference for CET or UK 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 40h/week

Overtime Status: Exempt

Salary: Commensurate with experience

Deadline: Rolling

Summary

ResponsibleSteel is forging an unprecedented path in driving a socially and environmentally steel industry towards net zero emissions. We are a not-for-profit multi-stakeholder organisation 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 130 members and 13% of global steel production in membership.

We have a virtual global Secretariat and Board, and we are looking for a highly organised and efficient individual to join our small but growing team in a vital support function, helping us navigate the challenges of operating in a virtual environment.

Responsibilities

The virtual Operations Executive is integral to the efficient running of the ResponsibleSteel Secretariat's workplan and day to day activities, helping us deliver on our mission.

Administration:

Supporting the team with all areas of administration including:

- Gatekeeper for enquiries
- Invoicing, and bic bookkeeping
- Coordination of team deadlines including funding reports

- Facilitating travel arrangements
- Convening meetings for Board, Committees and Members
- Record management
- Proof reading and editing
- Event management support and coordination

Qualifications, Experience and Skills

Qualifications:

- Educated to degree level

Experience:

- 3+ years of experience of administration/coordination role in a business environment
- Experience of working in a virtual setting would be an advantage
- Working for a membership organisation would be a benefit

Skills:

- Demonstrates excellent organizational and managerial skills
- Effective in managing timelines
- Enjoys developing administration systems
- 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
- Enjoys collaborating with others and embraces feedback
- Keen to find solutions to problems
- Passion for quality and keen attention to detail
- Thrives 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 CV for this role to recruitment@responsiblesteel.org specifying **Operations Executive** 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 paternal 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 and rewarding and enables each of us to realise 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 by law in the locality and/or state in which you are working.