



Office Manager – Part-time Position

Washington, D.C.

Company

Climate Focus is a pioneering international advisory company committed to providing strategic advice; conducting studies and synthesizing research; supporting international negotiations on climate; coordinating research and civil society partnerships; and developing policies, programs and projects that mitigate the impacts of climate change. Our international and multidisciplinary team works closely with the private sector, governments and non-governmental organizations across a range of sectors including renewable energy, forests and agriculture, waste, transport, and energy efficiency.

Climate Focus was founded in 2004 and has offices in Amsterdam, Rotterdam, Berlin, Bogotá, and Washington, D.C. Our team of experts is complemented by a broad and diverse network of in-country and international partners. More information on www.climatefocus.com.

Position description

The Office Manager position will include overseeing the organizational needs of a growing and dynamic US office, maintaining office organizational systems, and providing logistical support for Climate Focus staff. We seek a flexible and motivated individual who is highly organized, proactive, and committed to the company's goals and values as Climate Focus continues to grow.

We would expect the candidate to assume management and administrative tasks that include:

- complete office management, including administrative duties and communicating with service vendors and clients
- coordination and relationship management with Climate Focus's other offices
- booking travel and process cost reimbursements
- oversee office accounting functions, including AP/AR
- issue invoices and relate with clients' procurement and contract offices
- ensure the smooth running of the office (procure office supplies, communicate with landlords, organize Climate Focus team events)
- serve as main liaison and maintain organized and compliant records regarding the company's 401k retirement plan, payroll, taxes and multiple insurance plans
- support management in organizational and logistical aspects of Climate Focus's operations

Qualifications:

- ability to work independently and feel comfortable in a dynamic and fast-paced entrepreneurial environment
- strong organizational and time management skills
- extremely diligent and efficient, with strong initiative

- strong verbal and written communication skills with ability and experience working with international partners
- experience working in an international context, across time zones, and in a diverse cultural environment
- strong computer skills, including MS Word, Excel, Power Point, Outlook and ability to learn accounting software
- fluency in English (spoken and written) is a requirement

Applicants must be eligible to work in the US and prior experience in office management is essential. Climate Focus offers a competitive salary commensurate to the applicant's experience.

Position Information and Application Instructions

This role will be based in our Washington, DC office (with remote work during COVID-19 pandemic) and will report to the Executive Director, North America. The preferred start date will be as soon as possible for the preferred candidate.

Salary will be commensurate with qualifications and experience. Climate Focus offers a generous benefits package that includes health, dental, and disability insurance; a 401(k) retirement plan; HSA/FSA, public transit benefits if required; and generous vacation allowance.

Interested candidates should submit their resume and a cover letter via e-mail to c.blanchet@climatefocus.com. Please include "Office Manager" in the subject line. Applications will be considered until April 2nd, 2021 and may be considered until the position is filled. We are unable to field calls related to this job opportunity. Only shortlisted candidates will be contacted.