

## Administrative Assistant (part-time)

### Competitive salary

Corporate Citizenship Inc. is a business consulting firm specializing in corporate responsibility and sustainability with 35 people in five locations around the globe. We advise companies on their strategies for responsible and sustainable business. We are one of the longest-standing specialist, global consulting firms and work with a wide range of companies from global leaders to those starting out on their corporate responsibility journeys.

Our small and busy US team is seeking to recruit a friendly and competent part-time (20 hour a week) Administrative Assistant in New York. We seek a person who can both manage the day-to-day aspects of running an office and support our client and business development activities. The successful candidate will work closely with the US team members in New York (in-person) and San Francisco (remotely) and with the administrative team in London (remotely).

### The successful candidate will be responsible for:

1. Supporting the team to deliver high quality deliverables to clients and to prospective clients:
  - Creating, editing, and formatting presentations, spreadsheets, charts, tables, letters, and other documents using various software programs.
  - Maintaining the US team's contacts in the global database.
  - Creating targeted mailing lists from our global database and coordinating mass emails for marketing purposes.
  - Conducting basic internet research on companies.
  - Setting up online surveys as needed.
2. Running a smooth office:
  - Assisting with calendar invitations and travel plans for the US team.
  - Preparing expense forms.
  - Maintaining and ordering office supplies.
  - Managing certain HR activities within the US team (a group-level HR function exists for more specialised actions):
    - Filing US staff records (appraisal documents, exit process).
    - Recruiting and advertising US positions.
    - Coordinating the on-boarding program for new employees.
  - Copying, faxing, scanning, and mailing as requested.
  - Maintaining corporate records such as client contracts and corporate memberships, ensuring that the business is ready for accounts auditing at any time.

### Qualifications

Essential knowledge, skills and experience:

- 2-4 years of experience of working with a team in multiple locations, including international offices.
- Advanced Microsoft PowerPoint, Intermediate Word, and Intermediate Excel skills.
- Internet and researching skills.
- Sound office administration experience.
- Ability to be discreet and adhere to confidentiality.
- Web conferencing/online meeting tools and web-based surveys.

Essential competencies:

- Ability to work on own initiative
- Proactive approach.
- Critical thinker.
- Positive and friendly in nature.

- Extremely organized.
- Effective communicator.
- Flexible.

**To apply please send your resume and a cover letter outlining:**

- Past experience that illustrates you are capable of performing the requirements.
- Why you are the best candidate for the job.
- Your salary expectations.
- Your eligibility to work in the US.

Send this information to [recruitment@corporate-citizenship.com](mailto:recruitment@corporate-citizenship.com).

Location: Manhattan, New York, United States

Corporate Citizenship is a global corporate responsibility consultancy that uses clear insight and a pragmatic approach to sustainability to deliver growth and long-term value for business and society. We work globally across industry sectors. Our work takes us to Europe, North America, Asia, Africa and Latin America. We help our clients make the smart choices that will enable them to survive and thrive in an increasingly challenging business environment. Corporate Citizenship promotes the idea that companies can be a force for good profitably.

**Application deadline: July 31, 2015**