

Job opening – Team Assistant Climate-Neutral Industry

Agora Energiewende is looking for a Team Assistant to support our Climate-Neutral Industry team in terms of project coordination and organization.

We are a mission-driven think tank, independent of government and business interests, looking to build the bridge between research and political decision-making.

As the world's energy systems are changing and renewable energy has moved from a niche technology to broad-scale adoption, we see the need to support local governments in navigating the technical, economic, and political complexities of the transformation. As an independent think tank, we develop evidence-based strategies for ensuring the success of clean energy transitions around the globe. We share knowledge with stakeholders in the realms of politics, business, and academia while enabling a productive exchange of ideas.

Our team is multinational, multidisciplinary, and works across the globe with various partner organizations. This broad network calls for a great amount of organization and a stable setup. To strengthen our Berlin and Brussels-based Climate-Neutral Industry Team we are looking to hire a Team Assistant at the earliest possible starting date.

Team Assistant (Berlin-based / part- or full-time)

In this role, you work directly with our Climate-Neutral Industry Director for the coordination of different work projects and supporting the team. With high level communication skills, a can-do attitude and a commitment to excellence, the successful candidate will implement and develop processes to grease the organization's wheels.

The responsibilities include:

- Supporting the team with general project management functions, including resource planning, reporting and reviews;
- Supporting project teams with organizational aspects, communication with project partners and general stakeholder outreach;
- Assisting the production of reports, publications and communications in printed and electronic format;
- Processing financial and programmatic report requirements according to grant agreements in accordance with management guidelines;
- Organizing physical and electronic events and coordinating international visitor groups;
- Scheduling and organization, preparation and follow-up of external and internal meetings;

- Planning travels and booking including visa matters; and
- General administrative and organizational support.

We offer

- An opportunity to work in a highly motivated and professional team;
- Diverse experience, including professional relationships with colleagues and visitors from a variety of countries around the globe;
- Opportunities for professional growth and advancement;
- A comfortable office space in a central Berlin location, a work-from-home option, weekly breakfast, team events and other get-togethers with colleagues; and
- A part- or fulltime role with 24 to 40 work hours per week.

We are looking for a new colleague with

- Extensive commercial and administrative knowledge and skills;
- Several years of professional experience as team assistance, experience in project management, accounting and grant / financial management is a plus;
- High degree of personal initiative as well as structured and organized working manner;
- Experiences in working in a multicultural team;
- Very secure handling of MS Office applications, especially Excel;
- Fluent and confident communication, in written and spoken German and English; and
- A friendly and open demeanor.

Please submit your application through the form below. The deadline for application is October 18th, 2020.

<https://cloud.sefep.eu/apps/forms/GEtL5TTJRjELo3zY>

When uploading your application, please create one single PDF file and use 'Surname_Name_Team_Assistant' as file name and please include a letter of motivation and your CV. For reasons of objectivity, we would like to ask you not to include an application photo.

Should you have any questions, please contact Bettina Gross (bettina.gross@agora-energiewende.de).