

Climate Bonds Initiative - Vacancy

London Job:	Office Manager
Location:	London Bridge
Salary:	£25,000 - £ 28,000 per annum full-time equivalent
Position:	25 hours per week (potential to increase as needed)
Closing date:	30 April 2017
Interviews:	Week of May 8 th 2017

About the Climate Bonds Initiative

The Climate Bonds Initiative is an investor-focused NGO working to mobilise the \$100 trillion global bond market for climate change solutions. Our main work streams are data and market analysis, standards and certification, policy analysis, development and advocacy.

We have been rapidly expanding over the last 18 months and now need further internal capabilities.

The Role

We are looking for an IT savvy Office Manager for our London base. Reporting to our global Operations Manager (based in New York), this position's primary responsibility is to ensure the smooth running of all aspects of our London office. A crucial aspect of this role will be overseeing our online and IT platforms, so technological proficiency is required.

Climate Bonds is a small team driven by a big mission. We seek a self-starting, hands-on, motivated individual, ideally with previous experience in small organisations.

You will be working within an organisation that is leading the development of innovative international climate finance solutions with global stakeholders including governments, investors and NGOs.

Key Tasks

- New starter administration and induction, including to IT platforms such as Drupal Website, Dropbox, Gmail, Webex, Salesforce
- Increase the effectiveness and efficiency of support services with our IT platforms as main focus
- Coordination of event logistics, online webinars and meetings
- Purchasing and equipment acquisition
- Responding to general email and phone queries

- Maintaining office records and documentation
- Improve the operational systems, processes and policies in support of the organisation's mission
- Support improved management and financial coordination and reporting, information flow and management, business process and organisational planning
- Play a significant role in long-term planning towards operational excellence

Qualifications and Experience

Essential

- Eligible to work in the UK
- Proven work experience as an office administrator or manager
- Exceptional organisational skills
- Highly proficient with MS Office suite and online IT platforms
- Proven ability to manage, coordinate and prioritise across multiple projects and timeframes
- Motivated, organised and a self-starter
- Working knowledge of financial processes, budgets, forecasting and metrics

Desirable:

- CRM platform and Salesforce knowledge

Next steps

More information on the Climate Bonds Initiative can be found at www.climatebonds.net

To apply for this position send your CV and cover letter to claire.berson@climatebonds.net, quoting reference 'CBI Office Manager Application' in subject line. Please include your name in the CV and cover letter file names.

Applications close 30th April 2017