



Job description

Position:	Executive and Operations Assistant	Reports to:	Managing Director
Location:	London	Salary:	Competitive package
Contract:	Full-time, permanent		

About Common Seas

Common Seas is a not-for-profit enterprise that researches, designs and implements practical project-based solutions to our global plastic pollution crisis. Our mission is to quickly and significantly reduce the amount of plastic waste produced and stop it polluting rivers and seas. We have offices in the UK, Greece, Indonesia and Maldives. Please visit our website (www.commonseas.com) to find out more about our work.

We are looking for an Executive and Operational Assistant who prides themselves on staying one step ahead. You'll be a fast learner with an eye for detail. You'll be known for your efficiency, dedication and cool headedness. You'll be an integral part of the team and a critical part of how Common Seas rises to the challenge of stopping marine plastic pollution.

Ideally, you'll have:

- At least three years as an executive assistant, project manager or senior administrator. You'll have your favourite project management methods and a related qualification, such as Scrum or PRINCE2.
- Excellent written communication skills and a meticulous eye for spelling and grammar.
- Examples to show how you process, priorities and manage multiple tasks. We'd love to hear how you handle competing tasks, people, time zones and technology platforms.
- The right attitude to act as the 'front door' for Common Seas, representing our work, our people and our values.
- A deep love of optimising processes through the application of software solutions (including Office 365, Trello and Slack).
- The confidence to try something new and ask for advice when you need it.
- Genuine excitement about working with a small, innovative and ambitious start-up doing all they can to stem the flow of plastics into rivers and seas.

Executive Assistant to Managing Director

- You'll support our MD to manage incoming messages across multiple channels, filtering, responding, organising, and escalating priorities.
- You'll handle our MD's calendar across multiple time zones - scheduling meetings and managing logistics.
- You'll make sure our events are run brilliantly so they can excel in delivering objectives.
- You'll manage relationships with everyone from community members to businesses, scientists, members of Government and major donors.
- You'll help our MD benefit from our use of Microsoft Office 365, Trello, Slack and Zoom.

Ideally, you will help us transition project management to Airtable.

- You'll support on delivering materials pre and post meetings. You'll join meetings and produce follow-up summary and actions.
- You'll manage weekly team reports and regular internal meetings. You'll curate the bimonthly partner report and support with annual project planning and budgeting.
- You'll own, support and deliver on special projects that may require research, producing reports and guidelines, identifying, designing, and implementing new tools, and organising events.
- You'll act as cultural secretary, arranging lunchtime lectures, team gatherings, celebrations and our annual day out of the office.
- You'll maintain a calendar of events we should consider attending and work with the MD to identify where Common Seas should be represented.
- You'll support our MD to ensure she has maximum bandwidth to focus on strategic priorities.
- You'll be willing to travel for work.
- You'll manage a growing contacts database, ensuring notes and gifts are sent out to key contacts (e.g. birthdays, holidays, or thank you's).

Operations Assistant

Operate organisational systems to support more efficient operations, including;

- Office management
 - Manage relations with the landlord/building manager
 - Ensure procedures are met around locking up, keys, codes etc
 - Be 'keeper' of the space.
- Financial administration
 - Process incoming and outgoing invoices and company credit card statements
 - Support the bookkeeper and accountant with day-to-day requests.
- Tech support and software management
 - Support the team to effectively use core software: Microsoft Office 365 (plus One Drive), Trello, Slack and Zoom
 - Act as the point person between Common Seas and our outsourced tech support.
- Support recruitment and onboarding
 - Process incoming applications for the project team to review
 - Welcome new recruits into the fold and make sure they hit the ground running.
- Holidays, carbon offsetting, policies and insurance
 - Ensure policies and procedures are up to date and consistently implemented.

Process:

- Apply ASAP
- 20 minute phone interview
- Complete related task
- In person interview with MD and Operations Manager
- Candidate selected
- Start date as soon as possible

How to apply

If you think this sounds like the perfect role for you, please send a copy of your CV and a one-page cover letter outlining your suitability for the job to alice@commonseas.com.

All applicants must be legally allowed to work in the UK and not require any visa sponsorship.