

You want to exercise your skills in one of Germany's best-known Climate Change Start-ups? Apply now at right. based on science as

Team Assistant (f/m/d)

(immediately / Part Time 50% / permanent)

right. based on science GmbH is a Climate Change Start-up based in the aspiring East End of Frankfurt. Founded in 2016, right. developed the X-Degree Compatibility (XDC) Model to calculate the impact a company, a portfolio or any other economic entity has on global warming (“temperature alignment”). The results are expressed as tangible degree Celsius values. The aim: to bring maximum transparency on climate-related risks and opportunities to the market.

With our interdisciplinary team of over 25 experts, we help our clients (e.g. companies, banks, asset managers) to analyse and understand the climate impact of various economic activities, fulfil reporting requirements, and employ scenario analyses to shape their climate strategies and inform their investment decisions. In 2020, right.'s work was awarded the German Next Economy Award.

As a fast-growing young company our Team expands rapidly and we are looking for an open-minded team assistant, who shapes our future with us.

These are your responsibilities:

- Team Assistant:
 - o Organising and coordinating appointments and business trips
 - o Preparing and recording of meetings and phone calls
 - o Communicating (as a representative) with customers and partners
 - o Preparing travel costs and expenses for settlement
 - o Organising presentations and workshops
 - o Revising documents, presentations, reports, etc.
 - o (if necessary) Translating (German ↔ English)

- Office Management
 - o Supporting the management of our office
 - o Assisting in the introduction of administration tools
 - o Helping with the organisation of internal and external events

These are your qualifications and skills:

- Completed commercial training or a similar qualification
- Relevant work experience of 1-2 years as an assistant, ideally in a start-up
- Good knowledge of modern office management and relevant application programmes (such as MS Office, especially Word & PowerPoint, HubSpot)
- Outstanding organisational skills, reliability, and resistance to stress
- Excellent communication skills (in German and English), with a discreet handling of entrusted information
- Independent, diligent, and structured way of working paired with a solution-oriented and goal-oriented approach
- Commitment and spontaneity for working in an innovative and dynamic start-up environment

right. offers you:

- The chance to take on responsibility early on and to actively help establish our young company
- Exciting and challenging tasks in a dynamic work environment
- an experienced, multidisciplinary, and international team, enthusiastic about sharing their knowledge and ideas
- ample room for your personal and professional ambitions
- a creative and relaxed work atmosphere in our modern loft office
- a culture of freedom that promotes innovation, courage, and character
- a competitive salary

Application

We are looking forward to your application. Please send an e-mail with your CV, motivational letter and references to our HR manager Linda Schultze (l.schultze@right-basedonscience.de; 0177 60 16 833).

You find more information about right. on <http://www.right-basedonscience.de>