

Operations Manager (80-100%, m/f/d), Boston

Sustainerv is a leading global sustainability/ESG consultancy with offices in Switzerland, the USA and Germany. For our office in Boston we are looking for an Operations Manager for administrative leadership, resource planning, invoicing and managing internal projects and processes. Our new team member will support all Sustainerv locations.

The tasks you will undertake:

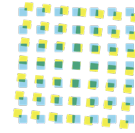
- Administration of global resource planning in the system (Excel and Wrike software)
- Administration of the project management and invoicing system (Excel and Wrike software)
- Support external bookkeepers in revenue, expense, invoice tracking and budgeting
- Support in developing and negotiating statements of work, master service agreements and related.
- Liaison between the global locations in Zurich, Frankfurt, Nashville and Boston
- Website administration, e.g. upload of articles, events, vacancies (Wordpress)
- Support of marketing events and trainings we offer.
- Recruiting support, including coordination of interviews and publication of vacancies
- Administrative coordination of new employees during onboarding
- Support of project managers by planning client interviews within the scope of a project
- Management of or participation in strategic organizational projects
- Support of the Managing Partner in Boston with administrative tasks and office management
- Support in meeting and calendar management for the Managing Partners

Required Qualifications and Skills:

- Bachelor's degree in business administration or comparable degree
- 2-5 years of relevant professional experience, e.g. in project management, executive assistant, operational management
- Fluency in English required
- Excellent Excel skills, MS Office, Sharepoint
- Experience with Wrike project management software highly desired
- Ideally experience with Wordpress
- Proactive and detail-oriented approach and ability to prioritize
- Excellent interpersonal and communication skills
- Solutions-oriented mindset
- Ability to work in an international team and find common solutions

What we expect:

- Innate trustworthiness and diplomatic skills
- Passion for organization and complex issues
- Sensitivity to workplace dynamics and intergenerational teams
- Independent and proactive working style
- Ability to prioritize
- High emotional intelligence and good communication skills
- An intelligent, creative and detail-oriented personality



Things that give you a distinct advantage:

- Experience in a management consultancy, in the administration of an international company or in a "Chief of Staff" function
- Interest in helping a fast-growing company in a fast-moving sector.
- Native German speakers, with fluency in English.

What you can expect from us:

- The opportunity to work at the forefront of a dynamic field and make an active contribution to how companies address sustainability-related issues
- To be part of a motivated, committed and international team that approaches corporate sustainability in a holistic and interdisciplinary way.
- A role in helping to shape a growing company where every team member's contribution counts and is valued
- Creative, flexible and fun working environment

About SustainServ

We are a global leader in sustainability consulting and a dynamic, fast-paced company looking for outstanding people with great potential to join our team. We offer our clients global perspectives, innovative solutions and actionable results. Everything we do is focused on making meaningful change in the world every day. Our services span all aspects of sustainable business value creation, from developing a sustainability strategy to data collection and analysis to sustainability and integrated reporting. Our offering includes helping companies across all industries align with their financial industry partners on environmental, social and governance (ESG) issues.

SustainServ was founded in 2001 and has offices in Zurich, Frankfurt, Boston and Nashville. At our core, we are a global team with global perspectives. We have a wide range of academic backgrounds and broad professional experiences. But most importantly, we are dedicated and passionate about sustainability. Our team members are great listeners and are able to quickly understand the specific needs of our clients. We have an eye for detail, but never lose sight of the big picture.

Job Type: Full-time

Salary: \$60,000.00 - \$70,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off

Hybrid schedule:

- Option to work from home Monday and Friday, in office Wed - Thurs

Supplemental pay types:

- Bonus pay

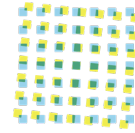
Ability to commute/relocate:

- Boston, MA 02109: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person

How to Apply

To apply, please send a resume, cover letter and all other supporting documents directly to: jobs@sustainerv.com



sustainerv

Inspiring Meaningful Change

The Company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

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USA

www.sustainerv.com

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