Office Assistant

MISSION
Join the Built by Nature (BBN) team and be part of a ground-breaking effort to transform the built environment to work in unison with nature. Our mission is to accelerate the transition to a sustainable future by championing the use of sustainable timber and other biobased materials in construction, reducing carbon emissions, and promoting forest stewardship and regeneration in Europe and beyond. BbN enables the transition by connecting industry, NGO’s and city frontrunners, funding systemic initiatives such as research, innovation, demonstrations, city-scale projects and advocacy, and amplifying powerful stories and market ready solutions.

THE OPPORTUNITY
We’re looking for a supportive, skilled and dynamic individual to join us as the spider in the Built by Nature web. Based in Amsterdam, you will play a critical role in supporting Built by Nature to drive progress towards a more sustainable future.

This is a unique opportunity to join BBN at an early stage and help to support the growth of the organisation by supporting our team. You will report to the Head of Operations and work collaboratively with the whole team around the world.
KEY RESPONSIBILITIES

- Handling incoming calls, emails and other communications
- Preparing communications and conducting research on behalf of team members
- Running all of the Amsterdam office operations
- Supporting the fund manager in administering grants and contracts
- Organising and planning meetings / managing agenda’s
- Supporting the team in scheduling invites and travel arrangements
- Taking notes and writing minutes during meetings
- Assisting the communications and network teams with events logistics
- Anything that comes up in order to run a efficient operation in the Amsterdam office

ABOUT YOU

- Experience as an office assistant or in any related position
- Fluent in English and preferably at least one other European language (Dutch is a pre)
- Excellent communication skills from board level to guest.
- Able to produce written outputs and reviews
- Making the complex simple & strong organisational skills
- Financially savvy approach to each challenge
- Proficient in working with Word, Excel and Outlook and the Microsoft platforms
- Strong inter-personal skills in engaging with others
- Legally authorized to work in the Netherlands (or E.U.)
- Responsible, ethical and trustworthy personality with the ability to work with minimal supervision
WHAT WE OFFER
• Salary: Competitive non-profit salary, ranging from Euro 40,000-45,000
• Location: Amsterdam, The Netherlands
• Working in the very center of Amsterdam with secure covered bike-parking
• Amazing young and enthusiastic team that is ready to change the world
• Support in setting up your home-office set
• 25 holidays annually
• Competitive non-profit salary range including holiday allowance and 13th month
• Pension contribution*
• Annual € 1000.- personal development fund
• Laptop, telephone and bike-scheme contribution to support your work
• Working hours can be discussed

ABOUT US
As a mission driven organisation, we have one thing in common: we are passionate about our work. We offer an international, high-energy, and collaborative environment that values diversity and inclusion where you can develop your passion into a meaningful career. As a new organisation we encourage risk-taking and transparency, so if you are a self-starter who wants to inspire and challenge industry together with your team, the opportunities for you at Built by Nature are (almost) endless.

ADDITIONAL INFORMATION
• Reports to: Head of Operations
• Geographic scope: Global (based in the Netherlands)
• Travel expectations: None
• An (online) assessment will be part of the recruitment process
• Reference checks are part of the final hiring procedure

HOW TO APPLY
Deadline for applications is 30-AUG 2023.
Please send your CV to recruitment@builtbn.org

Built by Nature is committed to recruiting and retaining a diverse team. We strongly encourage applications from candidates with disabilities and LGBTQI+ candidates, and applications from candidates with different ethnic, racial and religious backgrounds.