



**29 March 2022**

**Job Announcement:** Administrative Assistant

**Preferred Location:** Seattle, WA, but open to remote locations

**Position Timeframe:** Open until filled

### **Overview**

Are you passionate about the environment? Would you like to work for an international organization that works to protect and preserve the world's forests? Do you like to drive business impact through curiosity, innovation, and a keen desire to do better? Do you like the idea of being the glue that helps hold a team together, working across functions to help the team develop strategy and execute to achieve success? Do you want to be a part of the world's first and most trusted forest certification, working to deliver nature-based solutions to combat climate change? If so, Forest Stewardship Council US is seeking an Administrative Assistant to help support the FSC US President and our growing organization.

FSC US is a distributed team collaborating with more than 250 FSC International colleagues worldwide, as well as environmental and social non-governmental organizations, national and multinational companies, governments, and philanthropies.

This position works across all facets of the FSC US organization and is a key player behind the company curtain, keeping the virtual office operations organized, efficient, and smooth. Day to day, you will provide administrative support, which might include returning phone calls, juggling schedules, making travel arrangements, managing virtual office supplies, and whatever else it takes to help FSC be as effective as possible. Your key objective is to create order, support productivity, and solve logistical problems. In all areas, you are expected to keep people, projects, and processes operating at peak efficiency, a true miracle worker and key partner on our team.

### **Essential duties and responsibilities**

At FSC we owe our success to our people and processes. An administrative assistant is the supportive force behind both, and we are currently seeking someone exceptional to take the helm.

The ideal person for the job will be a problem solver with excellent communication skills and impeccable attention to detail. They will have previous experience working in an office environment--with preference to those that have worked in a dispersed virtual office environment--performing administrative tasks and providing support to coworkers. The ability to multitask, manage complex schedules, and meet changing deadlines is essential to the position.



### **Objectives of this Role**

- Serve as the eyes and ears of the “office,” providing information, answering questions, responding to requests, and ensuring optimal operations
- Manage internal and external inquiries via phone and email
- Maintain workflow by analyzing and refining standard operating procedures, such as scheduling, communications, virtual meetings and in-person work events
- Coordinate internal and external resources to expedite workflow
- Oversee and achieve organizational goals while upholding best practices

### **Daily and Monthly Responsibilities**

- Provide “front desk” type coverage for a virtual office, including managing the phone system, greeting and coordinating guests who engage with FSC, managing incoming/outgoing mail and shipments, and maintaining an organized, virtual office environment
- Provide direct administrative support to senior leaders, including email correspondence, and generation and distribution of memos, letters, spreadsheets, forms, and faxes
- Plan, organize, and schedule company meetings occurring in the office, offsite, and via video conference with the FSC Operations Manager
- Manage FSC International Members based in the US including annual invoicing, application processing, and event planning, including the triennial FSC General Assembly and annual North American members meeting
- Coordinate domestic and international travel arrangements for all levels of employees
- Maintain filing system, contact database, employee list, and inventories
- Oversee, coordinate, and order supplies and food deliveries for all group meetings
- Produce letters, reports, meeting minutes, and assist with presentations
- Organize, file, and maintain administrative records, both electronic and physical

### **Skills and Qualifications**

- High school diploma or equivalent
- Proven administrative experience
- Superb written and verbal communication skills
- Strong time-management skills and multitasking ability
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, Teams (and other video conferencing software) with aptitude to learn new software and systems
- Self-starter that is flexible with and open to new processes, changes, and technologies



- Ability to occasionally work hours that accommodate colleagues in different time zones around the world.

**Preferred Qualifications**

- College degree
- Previous success in office management, especially in a virtual, dispersed model
- Experience managing budgets and expenses
- Experience developing internal processes and filing systems
- Comfortable handling confidential information

**This position reports to the FSC US President.**

**To Apply**

Please email your resume and cover letter to Maggie Abel at [m.abel@us.fsc.org](mailto:m.abel@us.fsc.org). Please reference “FSC US Administrative Assistant” in the subject line.

**About FSC**

The Forest Stewardship Council is the world’s leading and most trusted voluntary forest certification system. It promotes environmentally appropriate, socially beneficial, and economically viable management of the world’s forests to deliver benefits for forests and the people who rely on them. FSC offers a positive way for consumers and businesses to address the threats posed by climate change. Simply, FSC-certified forest products like paper, wood, and other related items tell you that the products you buy come from a forest that is responsibly managed.

FSC-certified products directly contribute to the health of forests and forest communities around the world. These products are available at all major US retailers. More than 5,000 North American companies are certified under FSC’s chain-of-custody standard, with more than 50,000 companies certified globally. Approximately 155 million acres (about the area of Texas) of forestland are FSC-certified in North America, with more than 550 million acres (about the area of Argentina) certified worldwide.