



Executive Assistant

Job Location: Remote

Objectives of this role

The Executive Assistant is an integral role in keeping the day-to-day tasks of the Executive team functioning smoothly. An experienced and highly organized person, this role is responsible for providing administrative support to the Integrity Global Partners executive team and coordinating various office and operational tasks.

Duties and responsibilities

- Provide administrative support to the executive team, including managing calendars, scheduling appointments, making domestic and international travel arrangements, and preparing meeting agendas and minutes.
- Assist as needed with preparing marketing materials for the company, including presentations and other documents.
- Manage executives' expenses and prepare expense reports.
- Support various operational tasks, such as managing the CRM and ensuring contact information is organized, managing the company calendar and scheduling, coordinating team events, and helping to develop and implement company policies and procedures.
- Assist with special projects as needed, including conducting research, organizing company retreats, and managing other administrative tasks.

Required Skills and Qualifications

- Proven experience as an executive assistant or similar role, preferably in a start-up environment and/or international company.
- Ability to work in a fast-paced environment.
- Strong organizational and time management skills, with the ability to multitask and prioritize effectively.
- Excellent written and verbal communication skills, with the ability to communicate effectively with individuals at all levels of the organization.
- Proficiency in Microsoft 365 tools including Office Suite, Teams, and One Note
- Strong familiarity with Salesforce or a quick learner.
- Ability to maintain a high degree of confidentiality and exercise discretion in all aspects of the role.
- Bachelor's degree preferred.

- Basic graphic design or PowerPoint development skills.

Preferred skills and qualification

- Event planning
- Proficiency in Spanish and/or French

Salaries and Benefits

- 25 PTO including federal holidays
 - Comprehensive benefits package (medical/dental/vision/401k)
 - Remote work environment
 - Competitive salary
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About Integrity Global Partners, Inc.

The mission of Integrity Global Partners is to unlock fair and equitable capital at scale to deliver high-integrity environmental assets to market. We do this by:

- Bringing together the necessary expertise to accelerate the deployment of mission-driven investment capital into high-quality nature-based projects and jurisdictional programs in the Global South and Europe, and;
- Enabling project developers and governments to access the financing they need through global carbon and environmental markets.

www.integrityglobalpartners.com