

Advanced Admin & Finance Officer

★ **60% - 100% job offer - available immediately.**

We need a highly organized and enthusiastic person with a great passion for sustainability to support our team to help ensure the smooth and efficient running of our business and client projects.

At Eaternity we sell an application that enables individuals, institutions and restaurants to calculate and optimize the CO₂-footprint of their own menus and food purchases. By providing an easy accessible and cost-efficient way our application makes it possible to have transparency on the environmental and health impact of our food.

To support the development and growth of our business, we are looking to strengthen our team located in Zurich, Switzerland with an Advanced Admin & Finance Officer that has a great passion for sustainability.

Are you Interested?

Send your application to Judith Ellens, jellens@eaternity.ch

The position remains open until a suitable candidate is found.

Job Description Advanced Admin & Finance Officer

As Eaternity's Admin & Finance Officer you will be the main spill of our team, keeping several balls in the air, help us to stay on the ground and drive our success by ensuring and supporting our team to focus on delivering and marketing our product. You will play a vital part in the administration and smooth-running of our business and client projects, in the coordination and implementation of office procedures and be responsible for the finance function.

You will be the first point of contact for enquiries and requests including postage, telephone answering and mail management. You will support our team by managing existing and new client contacts, coordinating appointments, planning project follow-ups as well as support the team with client offers, contracts, material and product delivery. Basically, anything needed to get the job done. You will work closely with and report directly to the founders. You are ideally from an administration background with the desire to progress and take on an increased responsibility.

Finance

- Maintain existing financial systems including income & expenditure records, expense claims, process payments and monthly bank reconciliation. Provide the founders with a monthly financial report and update.
- Maintain all paperwork in good order.
- Assist in controlling and in the preparation of annual accounts.
- Assist in financial reporting obligation towards stakeholders.
- Assist with project financial related work as required.

Office and Client Management

- Organize, maintain and tidy the office area and equipment.
- First point of contact including telephone, screen and direct calls, take and relay messages, deal with queries and provide information on Eaternity.
- General administrative support including preparing letters, documents, emails, schedule appointments, receive and sort mail and deliveries.
- Maintain client base and manage client contacts. Plan and schedule follow-ups. (Pipeline and CRM management with asana and Hubspot.)

- Assist with project related administrative work such as client contracts and budgeting.
- Process and client food data to our database timely and correctly in collaboration with the Science team.
- Help to support occasional project volunteers or interns.
- Support with texting and communication (documents, website, etc.)

Skills

- ★ Strong administration & financial background
- ★ Fluent in German and English
- ★ Excellent computer skills (Microsoft, Excel)
- ★ Experienced in customer service
- ★ Ability to switch tasks and context
- ★ Strong work ethic and discipline
- ★ Interest in sustainability, social business and food, together with the motivation that we can change the world.
- ★ Excellent interpersonal and written communication skills

Attributes we aspire to find:

- ★ Fluent in French and other languages
- ★ Obsession with solutions for a sustainable planet
- ★ Skills in Keynote or InDesign
- ★ Understanding of project aims and customer needs
- ★ Affinity with legal texts and issues
- ★ Any sort of experience in the food service sector
- ★ Experience in copywriting
- ★ Sense of humor
- ★ Can put out fires under pressure when things go wrong

Personal Attributes

We like working with people who can demonstrate that they are:

- A self starter
- A proactive thinker and perceptive individual
- Sociable, and enjoy meeting new people and helping others out
- Can demonstrate attention to detail, initiative and reliability
- Enjoy organizing, planning and delivering work
- Able to present well and act professionally

About Eaternity <http://www.eaternity.org/about/>

Eaternity has the vision to establish climate friendly meals in society. Our experience and strong scientific expertise along with our solid and extensive CO₂-database, forms the backbone of our organization. We are about to expand our work on a larger scale and targeting more people by developing a web-application.

We are passionate about changing the world through great software and we are looking for exceptional people to join us in that mission. Our approach is to assemble a small, tightly knit collective of extraordinarily talented peers, while pursuing impact and revenue goals typical of larger enterprises. We believe this approach gives individuals greater ownership and input into decisions, and makes for a more efficient and happier workplace.