

# Administration Assistant

Location: Penryn, Cornwall

£16,000 - £18,000 pa (d.o.e)

Closing date: Wednesday 28th October (midday)

Application: CV and covering letter to [info@coolearth.org](mailto:info@coolearth.org) stating the position you're applying for in the subject of your email.

## About us

Cool Earth is the charity that works alongside indigenous villages to halt rainforest destruction. Over the last eight years, Cool Earth has used its community-led model to save over 500,000 acres of at-risk rainforest.

Unlike any other rainforest NGO, Cool Earth works by empowering the people who live in the rainforest rather than buying land or creating reserves. By boosting local incomes and building schools and clinics, we make sure rainforest protection goes hand in hand with better lives.

## About you

We're looking for a dynamic, enthusiastic, extremely well organised and driven individual to whip our office into shape.

You'll have a proven record of multi-tasking and using your initiative to solve issues. You'll take pride in providing top class customer service and will have a passion for completing assignments in a smart and effective manner.

You'll support the whole team so we build more partnerships and save more rainforest.

You'll be the first point of contact for the company so your communication skills on the phone, in person, and on email will be terrific. You will make sure the office runs like clockwork, and help keep track of our financial records.

## Your responsibilities will include:

Being the first point of contact for Cool Earth – answering phone, email and postal enquiries

Processing and shipping customer orders

Keeping the office shipshape and well stocked

Basic financial administration

Preparing for meetings and taking minutes

Assisting the Director, Communications Manager, Relationship Manager, and Projects Manager with research and other tasks as required  
General Administrative tasks

## Things that will help you:

At least 3 years relevant work experience.  
Experience of handling financial and personal data  
Excellent numeric and writing skills  
Passion and enthusiasm for Cool Earth's ethos and aims  
Ability to absorb new concepts and information quickly, and to act with initiative and imagination  
Ability to work flexibly, to cope with a heavy workload and complete tasks in a timely way  
Proficient with IT, including Microsoft Office and macs  
Ability to work independently and to prioritise  
Effective communication skills  
Strong ability to build effective working relationships

## Useful skills

Experience working for a charity  
Knowledge of CRM systems and website CMS, especially Wordpress.  
Knowledge of Data Protection law  
Basic InDesign

## Things every member of the team is

Reliable – we follow through on every job, big or small.  
Informed – The world's complicated so we're always curious.  
Self-motivated – we fix problems without asking permission.  
Tonnes of initiative – we fix problems by digging for root causes.  
Love variety – we're a small team; jobs outside our job spec are a perk.  
People person – helping others be more successful is how we improve.

## Cool Earth uses the following systems

Apple Macs (except for GIS mapping)  
MS Office  
Adobe In-Design and Photoshop (for anything external)  
E-mail sits on the Gmail platform  
Our website used Wordpress  
CiviCRM holds our supporter data