



Executive Assistant - SteelWatch

OPPORTUNITY

This is a unique opportunity for an astute super-efficient fast-learner to join the first international climate campaign organisation focused on the steel sector, which is one of the largest and least-challenged drivers of climate change. We are seeking a dynamic executive assistant who can effectively support the leadership team management in a fast-moving and developing organisation.

ABOUT THE ORGANISATION

SteelWatch is a new international civil society organisation established in June 2023, driving corporate accountability in the steel sector and urgent climate action. Our vision is a steel sector that underpins a thriving zero-emissions economy. Our priority is for the steel industry to get on track for a 1.5 degree warming trajectory this side of 2030.

ABOUT THE ROLE

As a member of the first international climate NGO specialising in steel decarbonisation, you will work with other SteelWatch team members located across Asia-Pacific, Africa and Europe. The Executive Assistant will be a vital team member, providing critical, executive administrative support to enable the Executive Director and SteelWatch Leadership team to operate effectively. The duties associated with the role will evolve significantly as SteelWatch evolves. The Executive Assistant reports to the Executive Director.

Key Responsibilities

The role is focused on supporting the Executive Director and SteelWatch Leadership team on a number of tasks, not limited to:

- Manage diaries, schedule appointments, set-up meetings, adapting to priorities.
- Organise and book travel arrangements according to diary needs and internal policies.
- Arrange and prepare for meetings with external partners, allies, donors and industry meetings, handling logistics (timing, location, travel, virtual arrangements)
- Draft supporting materials (e.g., presentations) and assist with minute-taking, ensuring team input.
- Track and manage written communication with key external contacts, including funder updates.



This role will also support several core governance and operational activities, not limited to:

- Support the Supervisory Board and Management Board in effective decision-making by ensuring clear agendas, logistical support in organising these meetings, plus minute taking, sign-off and circulation.
- Assist with key organisational processes and tasks, collaborating closely with the Operations Lead and team members on new staff recruitment, contracting and onboarding processes.
- Support research and delivery against organisational goals, monitor Director expenditure, manage system and IT tool access for staff and consultants, and maintain filing and other administrative systems.
- Perform other duties and responsibilities as assigned.

PERSON SPECIFICATION

The ideal candidate will bring a proactive, creative and tactful approach to making logistics and relationships run smoothly in a busy, evolving, international organisation. They will maintain the highest professional standards and possess strong interpersonal communication skills. In addition to a great eye for detail and persistence, the ideal candidate will have an ability to navigate ambiguity and drive action forward in a fluid context, and will enjoy doing so. Additionally, they will have enthusiasm for a start-up culture, demonstrating a willingness to lean into each other's roles and support team members as needed.

ADDITIONAL INFORMATION

Location: The position is remote, which should be in a time zone within two hours of Central European Time, and UK location is a benefit. You must have the right to work in your location, and you will be employed in that country. SteelWatch is unable to support any visa application process.

Work environment: The work is mainly remote, although some face-to-face meetings are essential, within Europe. Working hours are flexible. Team members are currently located in Japan, the UK, Spain, Germany and the Netherlands, and the team will continue to grow internationally. There will be some early mornings or evenings to accommodate interactions across time zones, with the flexibility to adjust your weekly schedule accordingly. Travel will be required to collaborate with allies and meet the team in person.



Terms and salary: The role is expected to be long-term and managed via an Employer of Record. The initial contract will be for 12 months, if feasible, within local employment regulations. While we envision this as a full-time role, we are open to other options (minimum 60% unless a job share). Please specify your preference in your application, and if part-time, state the number of days per week.

The UK salary for this position is in the range of £28,000 to £34,000 per annum, pro rata, based on experience. Comparable salaries in other countries are based on market rates.

APPLICATION PROCESS

Interested candidates are invited to submit a CV demonstrating their skills and a concise 1-page cover letter explaining their interest in the role. Please address your application to opportunities@steelwatch.org with the email subject line “Executive Assistant” and ensure your name is included in all file names. The deadline for applications is 5th August, midnight GMT. Please include your location, availability, and how you heard about the role. Applications that do not follow these instructions will not be considered.

Applications are reviewed on a rolling basis. Those who apply by mid-July may receive initial follow-up calls and interview invitations. Once the candidate is selected, the position is available for an immediate start.

EQUAL OPPORTUNITIES

We understand the power of diversity in driving better results. Every new addition to our team represents an opportunity for SteelWatch to embrace fresh perspectives and innovative approaches. We aim to make SteelWatch an inclusive, nurturing, and imaginative workplace, committed to equal opportunities for all. We invite applications from individuals of all backgrounds, including but not limited to differences in gender, age, disability, religion, sexual orientation, and cultural identity, especially from those underrepresented in the climate movement. Please let us know if you need accommodations or support during the application process.

DISCOVER MORE

Visit our website at www.steelwatch.org, see our landmark reports [Sunsetting Coal in Steel Production](#), [ArcelorMittal Corporate Climate Assessment 2024](#), and [Nippon Steel Corporate Climate Assessment 2024](#), and follow us on [LinkedIn](#) and X [@SteelWatch2030](#) and [@SteelWatchJP](#) for updates.



CODE OF ETHICS

All SteelWatch team members, consultants, and supervisory board members are required to adhere to SteelWatch's [Code of Ethics](#).