

Management Assistance (d/f/m)



Period: As soon as a suitable candidate is found; 15-20 hours per week for at least 6 months, preferably 12 months or above

Type: Paid position for students (university enrolment in Germany, the Netherlands or Austria)

Location: Remote

Climate & Company is a mission-driven think-tank: we take sustainability seriously and pick our projects to contribute to a better future for all people and the planet. For more information about our sustainable finance think tank, visit our [website](#) or [LinkedIn](#).

Our international team at Climate & Company works mostly remotely; however, there is an office in Berlin that is available for you.

Your tasks:

To support our CEO & Management Team:

- Assist the CEO with agenda management and meeting preparation
- Plan and organize business trips, including travel expense reporting
- Support with follow-ups, documentation, task distribution and tracking for key meetings and events
- Support CRM through professional communication on behalf of the CEO
- Support in the creation and formatting of presentations for internal and external use
- If time allows, similar ad hoc support of Co-CEOs

To support our Comms Team:

- Creating, planning, and scheduling social media content (especially for LinkedIn)
- Preparing and supporting communication campaigns
- Monitoring and analysing data and performance metrics to inform future strategies
- Preparing a regular press review (Presseschau)
- Using and maintaining our CRM system (Monday.com)

- Assisting in the planning and execution of events and related communications

Requirements:

- Enrolment in a university degree in Germany, the Netherlands, or Austria that specialises in General Management, Economics and Management, International Business & Communication, Marketing & Communication Management
- Excellent written and verbal German **and** English skills
- Strong organizational skills and attention to detail
- Ability to work independently as well as a high level of proactivity
- Excellent time-management skills
- Excellent Know-how of MS Office applications
- **Courage to apply even if you don't tick all the boxes!**

What we offer:

- Fully Remote Work: Work from anywhere, no commuting, more flexibility, and a better work-life balance.
- Digital-First & Eco-Friendly: We reduce our environmental impact and embrace efficient, modern ways of working.
- International Team Culture: Join a diverse and inclusive team from different countries and backgrounds, bringing global perspectives to everyday work.
- On-the-Job Learning & Growth: Gain hands-on experience and develop new skills through impactful projects, feedback, and continuous learning.
- Collaborative & Supportive Environment: Enjoy working with a team that values open communication, support, and mutual respect.
- Annual Company Retreat: Meet the whole team in person at our yearly retreat!

Please include in your application a detailed curriculum vitae and a short letter of motivation. Submit your application addressing Ms. Marleen Kropat at jobs@climcom.org including the job title **“Management Assistance”** in the subject line.

We value diversity and are committed to creating an inclusive working environment. Applications from people with disabilities are explicitly welcome.

We look forward to hearing from you!