Executive Assistant
For the Chief Operating Officer

Who we Are
Textile Exchange is a global non-profit that creates leaders in the sustainable fiber and materials industry. The organization develops, manages, and promotes a suite of leading industry standards as well as collects and publishes vital industry data and insights that enable brands and retailers to measure, manage, and track their use of preferred fiber and materials.

With a membership that represents leading brands, retailers, and suppliers, Textile Exchange has, for years, been positively impacting climate through accelerating the use of preferred fibers across the global textile industry and is now making it an imperative goal through its 2030 Strategy: Climate+. Under the Climate+ strategic direction, Textile Exchange will be the driving force for urgent climate action with a goal of 45% reduced CO2 emissions from textile fiber and material production by 2030.

To learn more about Textile Exchange, visit: TextileExchange.org

Intro
This is a fantastic opportunity for an Executive Assistant to work with a sustainability leader in a mission-driven organisation. You will be a positive person who is interested in sustainability and passionate about scaling solutions to address the climate crisis. You will have a proven ability to remain flexible, proactive, resourceful and efficient, with a high level of professionalism. Expert-level written and verbal communication skills, as well as the ability to plan ahead, strong decision-making capacity and attention to detail.

This role—like all roles at Textile Exchange—will be primarily home-based; Textile Exchange is a remote-working organisation. The COO is primarily based out of London with a few months each year spent in the US in Montana.

Duties and Responsibilities
- Carry out effective diary management and support the arrangements of complex meeting arrangements concerning multiple stakeholders
- Book travel & manage expense claims
- Give key reminders of activities coming up and what to prepare for in line with the organisational calendar
• Support with presentations; formatting and spell-checking papers; help with building reports and information in a digestible and presentable format
• Build effective relationships across all levels of the organization from the leadership team to junior colleagues to ensure you’re connected to what’s going on
• Know ‘who’ across the business can provide you with critical information, support you with what you need
• Carry out ad-hoc research into key questions/requirements
• Be located in the UK and if not located in London willing to travel in for meetings and team sessions when needed
• Happy to work across different time zones (within reason, it is not expected that you will work extremely long hours)
• Be able to travel to key industry events upon request to support COOs program deliverables.

Experience and Qualifications
• Interested and passionate about addressing climate change in the textile and fashion industry
• A driven individual with a high degree of autonomy
• Self-starting and proactive about thinking what’s needed
• Able to hit the ground running – you will need to have experience of working in a fast-paced and demanding environment
• Highly attentive to detail with strong organisational and planning skills
• Motivated, energetic, determined and have strong interpersonal skills
• Confident managing projects and following them through to conclusion
• Highly literate, with excellent written and grammatical skills
• Able to produce a high standard of work across all forms of media
• Strong numerical ability
• Honest, professional, responsible, discreet and able to act with the utmost confidence at all times
• Equipped with excellent computer skills including advanced proficiency in Microsoft Excel, PowerPoint & Word and the ability to quickly learn new systems
• While previous EA experience would be beneficial, it’s not essential to be considered for this position. However, a positive and professional can-do attitude and willingness to learn ‘on the job’ are a must
Employment Package

Full Time Position, 40 Hours a Week

Location: Virtual/Remote, (Located in Greater London Area)

Annual Salary Range: $45,000-$55,000.00

Start Date: AS Soon AS Possible

How to Apply

Please submit to Recruitment@TextileExchange.org with the subject “Executive Assistant”

1. Resume
2. Cover Letter

Applications will be considered on a rolling basis as they are submitted. Early application submission is strongly encouraged.