



JOB TITLE	Office Manager and Executive Support
PROPOSED START DATE	22 August 2022 (or sooner if available)
REPORTS TO	Jenni Delandes, CEO BlueHalo and Adrian Enright, CEO, TEM Corporate

JOB DESCRIPTION

About TEM

TEM works with leading global brands to deliver high integrity carbon offsets to support their carbon neutral and net zero goals, including the likes of Qantas, Singapore Airlines, Lendlease, Australia Post and DHL. TEM is significantly expanding its Sydney and Melbourne offices across the three areas of the TEM Business: corporate offsetting (TEM Corporate), project development (Climate Positive) and carbon calculations and offsetting software (BlueHalo).

At TEM we practice what we preach. We are a B-Corp certified organisation, certified carbon neutral by Climate Active, a member of the Carbon Market Institute (CMI) and a signatory to the CMI Code of Conduct.

The role

This role will work across the TEM Corporate and BlueHalo teams to support the establishment of our new Sydney office and provide day-to-day Executive support to the TEM Corporate and BlueHalo CEOs. The role will also involve assistance of the two teams in administration support, including travel coordination, support for client events and coordination of onboarding programs for new starters.

This is a brand new role that will report directly into the Blue Halo CEO and TEM Corporate CEO. There are no direct reports of this position.

You'll be responsible for

- Supporting the establishment of the TEM Sydney office and managing the ongoing day-to-day needs of the office including: being the key conduit between building management and TEM and managing all office stationery, catering, network/technology and equipment needs
- Assisting the executive management requirements of the BlueHalo CEO and TEM Corporate CEO including meeting scheduling and daily administration needs
- Providing administration support to the Sydney team members including managing group travel bookings, supporting event

organisation, onboarding of new staff and supporting training modules for new starters

- What you need to apply**
- 5+ years' experience in office management and executive support
 - Outstanding time management skills
 - Outstanding attention to detail
 - Excellent client liaison skills
 - Highly organised, ability to manage competing priorities and meet deadlines, and remain calm under pressure in a fast-paced environment
 - Excellent spoken and written communication skills, supported by advanced skills in Word, Powerpoint and other presentation applications
 - Excellent interpersonal, with the ability to build relationships and influence stakeholders at all levels
 - Passionate mindset to be part of TEMs ambition to shape corporate climate change agendas

You'll thrive in this role if you bring

- TEM is a company that thrives in making impact on reversing climate change. We bring a pioneering mindset that is ambitious and creative in building our part of the net zero economy. We trust and empower each other and interact with respect and empathy. If you're someone that brings these attributes, you will do well with TEM.

Location

- Sydney CBD

Remuneration

- Base salary to be negotiated

How to apply with TEM

- Please apply by submitting a cover letter outlining what you will bring to TEM (1 page maximum), and CV (maximum 2 pages) to careers@tem.com.au.
- You must hold the right to work in Australia.

Applying with TEM

- TEM is an equal opportunity employer committed to providing a working environment that embraces and values diversity and we encourage women and people from culturally diverse, Aboriginal and Torres Strait Islander backgrounds to apply.