

OPERATIONS & PROJECT ASSISTANT

Introduction

[Rosemont](#)'s founder is putting together an interdisciplinary team in the course of the next 18 months. This role is the first position to be filled and offers great potential for growth. In the years leading up to this expansion a well guided process been established for the company's services and daily operations. Due to the success the founder wants to expand by taking on new projects.

Who we are

Rosemont is an advisory firm specializing in the industrial sector. We handle complex assignments involving environmental regulations, contracts, technology, and numerous stakeholders, including governments and businesses, contractors and specialist that needs to be liaised, coordinated or negotiated with.

Why work with us

Engage in challenging work that addresses major challenges in industries critical to our planet's future. You will do meaningful work, learn a lot and, work with a variety of people.

What you'll do

As an Operations Assistant you will support the daily operations. Your responsibilities will include:

- Coordinate communications, manage client onboarding, and assist with case preparation
- Monitoring project tasks, dependencies, and deadlines
- Scheduling and taking calls, and arranging travel logistics
- Prepare documents, reports and meetings
- Coordinate external stakeholders
- Attend meetings to take minutes and actions
- Handle office administration tasks

What you get

Salary in the range of € 3000 to € 3700 depending on your experience. Great secondary benefits such as 30 paid vacation days, health and wellness benefits, lunch allowance and Friday afternoon drinks.

You'll work in an exciting and fun environment, and help shape the company's direction and culture. There is potential for equity participation in the company's success.

Who you are

You are energetic and a self-starter. You're socially and communicatively strong, and you adapt well to changing circumstances. A positive attitude is highly valued. The personality type needed for this role is an implementer.

Qualifications

- A bachelor or master degree
- Strong organizational skills and attention to detail
- Proven previous experience in administrative or team support roles, preferably in a professional services environment
- Discretion and integrity in handling sensitive information
- Familiarity with digital tools such as Microsoft Office, project management and administrative software
- Proficiency in English

Lastly, a note on diversity

Be part of a team where your ideas and insights are valued. We want to bring together individuals with different backgrounds, experiences, and thinking styles in the team. Cognitive diversity is a driving force behind our approaches.

We welcome requests for reasonable accommodations during the process to ensure you can best demonstrate your abilities.

Apply directly via the form below for the position of Operations Assistant. Please provide us with a CV and letter of motivation in English. When there is a potential match, you will get a response soon.