

# **Student Assistant – Sustainability Association Assistant**

Working Student, Part-time · Köln

## **Your tasks**

- Support day-to-day operations of the ISCC Association
- Support membership management, including processing and responding to members' enquiries and handling membership applications
- Manage the members' registry on the website and in the database
- Prepare and send out membership invoices and certificates
- Communicate with ISCC members via email and telephone
- Create and update presentations, communication templates and processes to bring forward the ISCC Association
- Support the organisation and preparation of ISCC Association's Events, e.g. Board Meetings and General Assembly

## **Your profile**

- Enrolled student with an availability of 15-20 hours per week for at least one year (preferably longer), preferably in the area of economics, business administration, sustainability management or similar

- Excellent communication skills in English (at least C1) and German (B2). Additional languages will be of advantage
- Excellent computer skills and attention to detail
- Excellent time management, dependability and self-organisation
- A high degree of initiative and excellent research competency
- A service-oriented, proactive and supportive attitude
- An approachable and reliable team player

## **Why us?**

Our team is our core asset, and we want to support our people as best we can. To help you build your future and thrive with us, we offer:

- Combination of home office and on-premise work
- An attractive and modern office in the centre of Cologne with many lunch and shopping options close by
- Professional onboarding to help you have an ideal start with us
- Close collaboration with our sister companies Meo Carbon Solutions, 4C Services, GRAS Global Risk Assessment Services and ClimatePal, giving you even more development opportunities
- Free fruits, snacks, tea, coffee ...
- Active Break scheme with daily sessions such as Yoga, strengthening or breathing techniques
- The opportunity to work independently and bring in one's own ideas
- Many great team events

## **Ready to join our team?**

Then we would be happy to hear from you soon!  
Please apply using the button below with a meaningful cover letter, CV and any relevant certificates.  
We are looking forward to your application and hope to welcome you to our team soon!  
We are a company with equal opportunities for everyone and encourage applications from all suitably qualified candidates regardless of age, race, gender, or any other criteria that are not professional qualifications for an open position.

## **About us**

ISCC – International Sustainability and Carbon Certification is one of the leading certification systems for sustainability, traceability and the reduction of greenhouse gas emissions. More than 8400 companies in over 130 countries worldwide use the ISCC System. ISCC covers all sustainable feedstocks, including agricultural and forestry biomass, circular materials and renewables. As a no-deforestation standard with a strong commitment to protect forests, high-carbon stock lands and biodiversity, ISCC strives for a world where biomass and other raw materials are produced in an environmentally, socially and economically sustainable manner.

**Apply now**