

Position: Administrative Assistant (PT)

Four Twenty Seven, a small environmental consulting firm, is hiring an entry-level position administrative assistant to provide administrative and operational support to its fast growing team. The Administrative Assistant will report to the Operations Manager. This is a part-time position, with flexible hours, based in our Berkeley, CA office.

Tasks

- Help with management and procurement of office supplies and occasional office upgrades (e.g. furniture)
- Document management: filing, scanning, etc.
- Event organization (internal events: team social events and external events: client meetings)
- Administrative support to CEO and other senior staff, including travel planning and scheduling
- The position could grow based on candidate's skills to include:
 - Sales support (CRM, account management)
 - Research assistant (internet research and data entry)

Required Qualifications

- Reliable, organized and detail-oriented
- Patient, social, and eager to help across the board
- "Can do" attitude, eager to learn new things and able to receive constructive feedback
- Comfortable in a start-up environment and ready to embrace fast-paced change.
- Interested in environmental issues
- One year of experience in a similar position preferred, but not required.

About Four Twenty Seven, Inc.

Four Twenty Seven (www.427mt.com) is an award-winning, climate risk analytics and market intelligence firm that brings climate intelligence to business decision-makers. Four Twenty Seven helps business leaders and investors understand how climate change will impact their assets, price climate change risk in economic decisions, and invest in resilience. Our team is comprised of highly qualified professionals with backgrounds in climate science, economics, finance, natural resources management, policy analysis, and international development.

Four Twenty Seven was a finalist for the prestigious Cartier Women's Initiative Award (2014), earned Climate Change Business Journal Awards for Climate Risk Management and Adaptation (2014 and 2015), took first prize in the ESRI Human Health and Climate Change Challenge 2015, and, won the Verdantix Environment, Health and Safety Information Management Award (2016). The company was founded in 2012 and is headquartered in Berkeley, California.

To apply for this position

The part-time, hourly position at our office in Berkeley, CA is open immediately.

To apply, send your resume and cover letter to careers@427mt.com with the subject line "Administrative Assistant."

Four Twenty Seven is an equal opportunity employer with a global culture that embraces diversity. All qualified applicants will receive consideration for employment and will not be unfairly discriminated against on any arbitrary ground including race, color, sex, religion, national origin, veteran status, disability, gender identity, sexual orientation, or other protected category.

Note that we are unfortunately unable to sponsor for work visa at this time: you must be authorized for work in the U.S.