



Team PA / Office Support

About Us

We're a fast-growing tech company headquartered in Edinburgh. We are on a mission to enable zero deforestation and degradation, and support mass forest restoration. We do this by producing the highest quality nature mapping data products, and passing these to clients with high quality custom analysis and advice.

Our clients include major international companies (e.g. Apple), expert consultancies (e.g. The Biodiversity Consultancy), major NGOs (e.g. WCS and TNC), funders/sellers of carbon credits (e.g. Everland), and forest carbon project developers across the tropics.

All of our work is based on extensive scientific research with our expert science and technology team including 12 with PhDs in ecology or satellite science, and world-class AI and software engineers.

Role Overview

This role is part of the Operations team and reports to the Executive Assistant.

We are looking for a proactive and engaging team player, who can lighten the administrative load for our super busy Senior Management Team. Working closely with the Executive Assistant, you will also be responsive to requests from the wider team to ensure we work in a smooth running office environment, using your excellent multi tasking and organisational skills. Key to success in this role is experience, flexibility, adaptability and a willingness to pitch in.

Role and Responsibilities:

- Provide proactive PA support to the Senior Management Team
- Working with the EA to ensure full administrative support offered across the team
- Assist the EA to action and record travel requests from across the team
- Assisting the Finance Team to record team expenses

- Point of contact for office management enquiries and liaising with the office building support team
- Maintain stocks of office supplies, stationery and IT equipment
- Assisting with recruitment processes and onboarding of new staff
- Provide basic Health & Safety support - including office HSE monthly checks, issuing and reviewing DSE forms and providing fire safety assistance
- Assisting the EA to organise team lunches and social events
- Maintain online databases - including Asset Register
- Organisation and maintenance of meeting rooms
- The above is not exhaustive. Within reason, and in discussion with the role-holder, we may amend from time to time and may also ask to carry out other tasks that we consider appropriate.

Profile/Experience

- Background and proven experience in a similar role
- Someone who can hit the ground running in our friendly but busy team.
- Flexible and adaptable to the needs of a growing business
- Excellent prioritising and organisational skills due to the volume and nature of the tasks required to be undertaken
- Have great written and verbal communication skills
- Excellent interpersonal skills
- Proficiency with office software with an aptitude for, and willingness to learn, new software systems

What if you don't meet our spec 100% ?

There is no such thing as the perfect CV, or someone that checks every box. We need people to be able to do the job but also look at potential. So, we encourage you to apply even if your experience doesn't exactly match the role requirements but it would make you excited to come to work each day. You can address the gaps, and more, in your cover letter, if you wish.

Working for Space Intelligence

At Space Intelligence, we offer a competitive salary and benefits - 33 holiday days per year, an extra day off for your birthday, a good pension plan offering salary sacrifice for tax efficiency, an Employee Savings on Purchases Platform and an Employee Assistance Programme, as well as other benefits. We have a friendly, fun and supportive workplace, and we strongly value work-life balance. We are emphatically not a company with a

long-hours culture, and we are family-friendly and support working flexible and part-time. We also schedule a range of events including lunches, escape rooms, pub trips, crazy golf, bowling and much more. In addition, we do company and team away days.

We are, proudly, a diverse, multicultural team: with almost as many women as men (unusual in a tech/science company) and our employees come from 11 different countries.

Where will I work?

We are looking for a candidate who will be based in our office on George Street, Edinburgh. Optional 1 day per week working from home - with the flexibility to adapt to the needs and priorities of the business.

Please note, at the start date, you must have the right to work in the UK and we currently don't sponsor work visas.

Salary

£27,000 - £30,000

Adjustments (because we are not all the same)

We are committed to offering opportunities for all and we recognise that some people may need adjustments in order to participate fairly in our hiring process. If you require an adjustment (we have done this for others), please contact Helen, our Head of People and Culture (helen.scott@space-intelligence.com). Helen knows from first hand experience the importance of levelling the playing field and will do all she can to make your experience a positive one. This can include adjustments before submitting your CV, guaranteed in-person interviews (if virtual isn't your thing) and seeing the interview questions in advance. Please just ask.

How to apply

Please send your CV and a cover letter explaining why you're particularly suited for this role to careers@space-intelligence.com. Please also include your name in the title of any attached documents. This really helps our brilliant Office Administrator when doing their part in the recruitment process.

Closing date: 26 July 2024 @ 5 pm.