

ForestFinest Consulting (FFC) is an international consulting firm advising sustainable agricultural and forestry projects. With our 30+ team members in ten countries we support companies, investors and cooperatives in the conceptualization, management and certification of land use projects as well as carbon trading. Through its division CO2OL (www.co2ol.de), FFC offers companies effective solutions for climate protection. Our CO2OL-consultants develop individual climate protection strategies which include the calculation of GHG emissions, recommendations on how to reduce carbon footprints and/or advice on insetting/offsetting through certified climate protection projects. To support our team's mission to proactively promote climate action, we are looking for a part-time

Central Operations Assistant – Graphic Design

Job description

- You create visually stunning business proposals, final deliverables, and other materials (pitch decks, infographics, etc.)
- You transform complex topics and slides into digestible pieces of content while retaining the core message
- You wow us by breathing new life into ordinary designs
- You are supporting the elaboration of tender applications through screening calls for bids, scouting of external professionals, and arranging of tender documents
- You conduct smaller research tasks, take care of our CRM, answer inquiries of employees and clients, organize company events, etc
- You manage the teams travel arrangements

Your profile

- Bachelor's degree in graphic or information design or at least 1 year practical graphic/information design experience with a knowledge of agency or company brand related work
- You are familiar to work with MS Office 365 (including SharePoint and Teams)
- You count on professional knowledge in Photoshop, Illustrator, and InDesign
- You are experienced in selecting and working with stock photos
- Ability to work in a fast-paced environment
- An eye for color, composition, photography, and typography
- Strong written and oral communication skills in English and German (Spanish is a plus)

What we offer:

- Collaboration in an international interdisciplinary and dynamic team
- Exciting field of work at the interface between business and climate protection
- A casual work environment with impact
- A comprehensive introduction to our team and processes while providing the space to develop your own solutions – new ideas are expressly welcome
- Remote work possible upon preference
- Regular training and capacity building

The position is entitled as part time position. Workplace is in Germany. Starting date as soon as possible. We look forward to receiving your application in English with CV, a description of your expertise & salary expectation via e-mail to jobs@forestfinest-consulting.com.