



## **Executive Assistant**

### **Who is Optera?**

We build software to help the world's largest companies stop climate change. Our market-leading products provide companies with the tools and insight they need to reduce the environmental impacts of their businesses, supply chains, and products. We are backed by some of the most respected US-based venture capital firms and have a robust client list, including leading Fortune 500 companies such as Dell, Cisco, HPE, Williams-Sonoma, and Target.

### **What problem are we solving?**

In short, Optera is the data solution to stop climate change. Major corporations are the largest source of carbon emissions. Across the globe, companies are responding to pressure to address climate change by setting goals to aggressively reduce emissions by 2050. Our software enables corporate teams to collect, manage, and analyze emissions data across their operations, supply chain, and products, all with the aim of achieving their goals and halting Climate Change.

### **Why work at Optera?**

Our team dedicates our skills, talents, and time to make the world a more sustainable place for future generations. We have a collaborative and dynamic culture where everyone plays a critical role and has room to learn and grow. Balance between work and life is key to our success, and we provide our teammates the flexibility, space, and support to thrive personally and professionally.

### **Why this opportunity?**

Optera is growing faster than ever and we are rapidly expanding our market leading product and services. We are looking for an Executive Assistant to support our Executive Team and continued organizational growth. Join us on our journey to deliver the best sustainability management software in the world.

### **The role and responsibilities**

- Assist executives with calendar and schedule management
- Manage travel arrangements and conference registrations
- Logistics and coordination of cross-company meetings and working groups
- Office management of Boulder office space
- Coordinate celebrations and team events
- Assist in implementation of new systems and technologies
- Order, maintain, and mail Optera swag and partner gifts
- Help Optera's executive team with routine communications
- Find creative ways to add value and support Optera's executive team

## Your qualities

- Pro-active team member who is consistently looking for ways to add value and provide support
- A people person who enjoys developing relationships
- Comfort with ambiguity and a willingness to adjust role as company and team needs evolve
- An ability to “manage up” and communicate effectively with C level management both internally and externally
- Demonstrated ability to communicate verbally and by writing in a professional and respectful manner with customers, vendors, and staff
- Strong commitment to honesty, discretion, and confidentiality

## Your experience/qualifications

- Prior experience in event management, project management or as an Executive Assistant
- Well organized and experienced at managing multiple priorities simultaneously
- Proven ability to learn quickly

## Nice to have

- Interest in Sustainability
- Prior involvement in a growing startup

## Commitment to Diversity and Inclusion

Optera is committed to creating a diverse environment that is safe and welcoming to all. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We take this very seriously and expect that you do too.

## Benefits

- Unrestricted PTO and flexible work schedule
- Every other Friday off
- Health insurance including dental and vision
- Short and Long term Disability Insurance
- 12 weeks maternity/paternity leave (8 weeks paid)
- Wellness budget
- Budget for home/office workstation
- Professional development budget
- 401k with 3% company match and ESG investment options
- Company-wide Bonus program
- Colorado Eco-pass (regional bus pass)
- Team happy hours, hikes/bike rides, and ping-pong

Location: Boulder, CO

Position: Full-time

Base Salary: \$55,000 to \$75,000 plus bonus



## **How to Apply**

Please send a brief cover letter and resume to [hiring-operations@opteraclimate.com](mailto:hiring-operations@opteraclimate.com) with the subject line "Executive Assistant– [Your Name]."