



The Shared Wood Company is recruiting an **Office Manager Intern**

### Who we are?

The SHARED WOOD COMPANY (SWC) is a **Nature Based Solutions (NBS) project developer**, whose **mission is to design, build and operate Nature Real Assets** at scale to tackle biodiversity loss, climate change and rural poverty. SWC specializes in the techniques of **preservation and restoration of natural ecosystems** to capture carbon and restore biodiversity for the very long-term, mainly in **Europe, Latin America and Africa**.

SWC proposes **project development, financing and green commodities solutions** based on Nature to its project partners, sponsors, governments, and corporate clients. SWC is in charge of **the full project development cycle** (design, development, financing, building and operation) and route-to-market, partnering with key private & institutional impact investors.

SWC builds on the experience of its **founders and its team** who combine a strong expertise and proven track record in sustainable agriculture, forestry, natural resources management and climate change. SWC is also benefiting from the capabilities of its minority shareholders **AXA Investment Managers** in impact investing and **ENGIE** in risk management. SWC is also backed by **United Nations' Restoration Seed Capital Facility (RSCF)** funded by the German Ministry of Environment and the Luxemburg Ministry of Environment.

To support the administrative, HR, and financial processes, **we are looking for an Office Manager Intern to join our team.**

### Job summary

This is an exciting opportunity to join a **high-quality team** and to contribute to the rapid development of SWC. As **Office Manager Intern**, you will support **the day-to-day operations of the company and the development and monitoring of SWC's project portfolio.**

Topics of engagement will notably include processes and procedures, payroll operations, analytical accounting and any other opportunity we may identify together.

### Some of your tasks will include:

- **Support the admin and finance team (General manager + Office manager) :** create and update the necessary procedures and documentation for support services including IT inventory, GDPR, travel policies...; collect and transmit monthly payroll data; collect and process banking data to produce a monthly dashboard and quarterly reports to funders and investors; write the necessary manuals for the various tools (Excel files, HR software...) that are used at the company.
- **Support the team leaders in the development and monitoring of SWC's project portfolio :** review legal documentation and recommend plans on HR and financial reportings; contribute to financial and operational reporting to SWC's sponsors, creation and improvement of reporting tools.



### Capabilities and experiences

- For this role we are preferring candidates who are looking for an internship for their Masters but we are mostly interested in your personality and ability to adapt;
- You are details and results oriented and you provide accurate information and service;
- You are organized and autonomous and can work on several topics at the same time;
- “There are no problems, only unfound solutions” attitude is necessary, and you see yourself as a creative force of proposition;
- Mastering of MS Office suite, including formatting in Word, PowerPoint and Excel skills;
- You understand the strength of a team and are collaborative, empathetic and open-minded;
- Passionate about agroforestry, reforestation, and conservation initiatives;
- Excellent and proven written and oral skills in French, English;
- Non-linear academic background can be beneficial.

**Location:** This role is in **our office in Paris**

**Start date:** **September 2024** – open to discussion

**Period:** 6 months

**Internship compensation:** 1'100 euros/months gross+ 50% of Navigo pass + Tickets Restaurants

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