

11 October 2022

Position Announcement

Office Manager and Proposal/Marketing Specialist – New York

Transsolar is an international climate engineering firm determined to create exceptional, highly comfortable indoor and outdoor spaces with a positive environmental impact. We are hiring a Part-time Assistant (16-20 hours/week) to provide a wide variety of office and public relations/marketing support services for our 10-person New York team. There is room for career growth and increase in hours related to the marketing responsibilities of this role. Hours and working days are flexible. A portion of work hours may be work-from-home, but some presence in the office is required.

What are we looking for?

We're looking for a go-getter who:

- Learns what to do without much guidance and can juggle multiple responsibilities
- Supports our team so we can focus on our design work
- Is excited to learn about our technical work and share it with others
- Can collaborate with our teams in New York and Germany.

Preferred qualifications include:

- Basic proficiency in Microsoft Office (Word, Outlook, Excel)
- Public relations/marketing/writing experience
- Fluency in German preferred
- Experience in the building design and construction industry is a plus
- Basic proficiency in Adobe Illustrator and/or InDesign is a plus

Authorization to work in the U.S. is required for this position.

Responsibilities at Transsolar

Administrative Responsibilities

- Fulfill general administrative tasks (opening/processing mail, welcoming visitors)
- Organize/maintain the physical office, including supplies, maintenance requests, etc.
- Process receivables (data entry in accounting software, bank deposit of client's checks)
- Assist with monthly bookkeeping
- Organize internal team-building events
- Assist and report to Accounting Department and CFO in Germany

PR/Marketing Responsibilities

- Plan, coordinate, and publish quarterly newsletter
- Assist in preparing responses to Requests for Qualifications and/or Proposals
- Assist in maintaining and translating marketing database of company projects
- Assist in preparation of other PR/marketing materials (blog entries, display boards, etc.)

- Coordinate PR/Marketing activities with sister offices in Stuttgart and, Munich
- Organize external public relations events
- Room for growth in coordinating social media presence, internal communication training, and other strategic business development initiatives

The base annual salary range for a half-time position is \$24,000 - \$32,000 depending on the experience and background of the applicant. Transsolar offers annual bonuses, dependent on company performance, which are a meaningful portion of our total compensation package.

How to apply

Interested applicants may submit their resume and cover letter via email to jobs@transsolar.com.

Please state that you are applying for the Office Manager and Proposal/Marketing Specialist position.

More about Transsolar

Transsolar KlimaEngineering is an international climate engineering firm advising architects and clients on energy and climate design for construction projects of all scales all over the world. We are a group of engineers and architects who develop high-performance building concepts, validate them using simulation, hand calculations, and physical testing, and advise design teams on their implementation.

Transsolar is involved in projects ranging from small schools in developing countries to stadia or entire cities. This diverse work shares a common focus on creating exceptional, people-focused indoor and outdoor spaces with a positive environmental impact. For more information about Transsolar and our international portfolio of high-impact projects, please visit our website at www.transsolar.com