

## You want to make fossil-free aviation possible?

Norsk e-Fuel is a pioneer in the development of e-fuel projects in Norway. We are replacing fossil oil by turning what we have into what we need: converting CO<sub>2</sub> and water into renewable, synthetic aviation fuel. Founded in 2019, our partners had a clear vision: to drive the transition to renewable aviation. They brought together a powerful group of companies to bring us one step closer to a world without fossil fuels - from the aviation industry to technology providers, engineers and financiers, experts from all key sectors joined the journey.

And the team? We are disruptive thinkers, we are doers, we are dynamic visionaries, we are team players, we are inspiring leaders in a growing industry, we look out for each other and we never shy away from a challenge. We are here to make the vision a reality.

So is a great team, being part of the energy revolution of the 21st century and, above all, making a difference, what you are looking for? Then join us as

# TEAM ASSISTANCE – PART TIME

Oslo | starting date: earliest | part time | min. 1-2 year experience

### Your main tasks

- | You support the team with day-to-day administrative work including basic accounting work
- | You organize workshops, meetings, events incl. travel arrangements
- | You support our funding team with the reporting and administration of governmental funding projects
- | You help us to improve internal processes and structures and administer our internal systems

### We offer:

- | The opportunity to fundamentally tackle climate change by working on the set-up of a new economy and industry to decarbonize the transport industry
- | Close collaboration with market and technology leaders in the field of engineering, procurement and construction, electrolysis and renewable energy project development
- | Flexible working hours and 30 days of vacation
- | An international and always supportive team
- | A modern and creative working space in downtown Oslo with the possibility for remote work.
- | Bike Commuting Made Easy: Our Oslo office is proud to be certified by *Syklisternes Landsforening* for our exceptional bike commuting infrastructure, including changing rooms, safe bike locking, showers.

- | Prioritize Your Well-being: We encourage a healthy work-life balance with a one-hour-weekly-wellness-break: Take advantage of one hour per week to engage in activities like workouts, meditation, or training that rejuvenate your mind and body.
- | A corporate culture of trust that provides room for creative and innovative solution-finding and various options for professional and personal growth
- | Education and Development Budgets: We provide resources for your continued learning and career advancement
- | An opportunity for your work to have a real impact, on company strategy and our climate

### Your profile:

- | You are based in the Oslo area and have min. 1-2 years of experience in relevant positions
- | You have experience in team assistance or office management positions from prior placements
- | You have strong communication and networking skills and can work efficiently and self-sufficiently
- | You are fluent in English and Norwegian, both in writing and orally
- | Additionally, having experience in administration, basic accounting, human resources, or organizational development would be a plus

**Application Process Note:** After sending your application, you will receive a confirmation email from us to acknowledge that we have received your application. Following this, you can expect to hear from us within the next 3-4 weeks as we evaluate all applications together.

Please follow [this link](#) to send your application, including:

- | Cover letter & CV
- | Earliest starting date

