

**POSITION DESCRIPTION**

# **BUSINESS OPERATIONS INTERN AMERICAS**

**ROLE TYPE | 0.5 FTE, FIXED-TERM**

**TEAM | BUSINESS OPERATIONS**

**LOCATION | UNITED STATES**

**MANAGER | BUSINESS OPERATIONS ADMINISTRATION MANAGER/CHIEF OF STAFF**

**DIRECT REPORTS | N/A**



**GLOBAL CCS  
INSTITUTE**

# WHO ARE WE | A FOR-PURPOSE ORGANISATION

## VISION

CCS is an integral part of the net-zero emissions future.

## MISSION

To accelerate global deployment of CCS.

**“We champion a sustainable future with global collaboration on CCS.”**

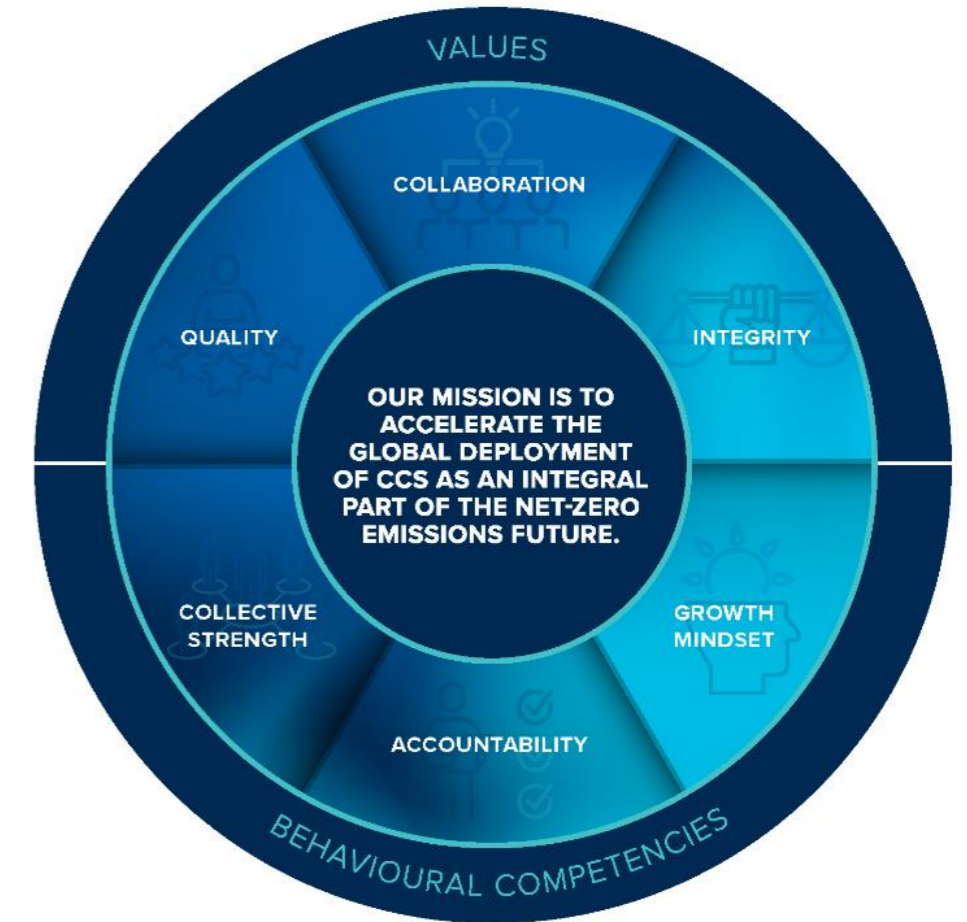
# WHAT ARE WE | AN INTERNATIONAL THINK TANK

Over 200 members across governments, global corporations, private companies, research bodies and NGOs, all **committed to a net-zero future.**

Approximately 60 staff globally; Office locations include Melbourne (Head office), Houston, Washington D.C., London, Brussels, Abu Dhabi, Beijing, and Tokyo.

Collectively, our CCS subject matter expertise spans (a) carbon capture, transport, and storage technologies, (b) CCS policy, legal, and regulatory frameworks, and (c) CCS finance and economics.

Together, reinforced by our **Values** and **Behavioural Competencies**, we lend our skills and expertise to tackling the climate change challenge by **delivering impact for CCS**, changing the world for the better.



# HOW WE OPERATE | VALUES AND BEHAVIOURAL COMPETENCIES

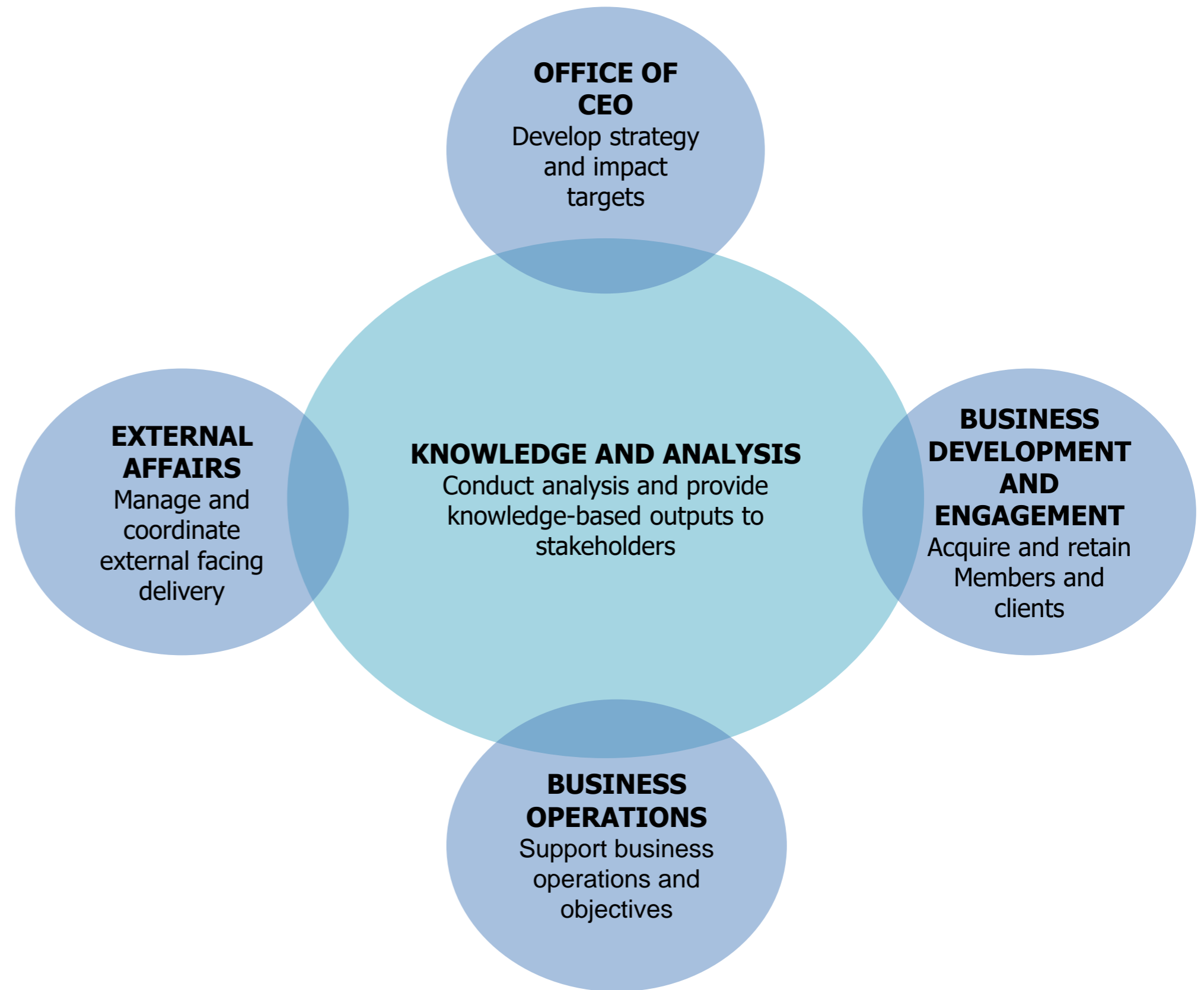
Our **Values (Quality, Collaboration, Integrity)** underpin the way we do things at the Institute and guide us internally in our day-to-day work. Our **Behavioural Competencies (Collective Strength, Accountability, Growth Mindset)** complement our Values with the aim to amplify each aspect and are essential to ensure we deliver impact for CCS.



# OUR TEAMS

## HORIZONTAL MINDSET

“We do our best when we work together. By adopting a horizontal mindset, we operate as one team with a shared purpose to create impact for CCS.”



# HOW YOU CONTRIBUTE

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Business Operations contributes to the Institute's success by optimising efficiency, fostering a collaborative work environment, and ensuring seamless administrative processes and systems.

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The Business Operations Intern Americas contributes meaningfully by assisting with daily operations, advancing strategic initiatives, and promoting a culture of efficiency and excellence within the administrative team.

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## KEY RESULTS IN PRACTICE

- Assigned tasks and projects are completed on time and meet a high standard of quality.
- Staff inquiries are addressed and resolved promptly, ensuring timely and effective support.
- Demonstrate communication and collaboration across functions to identify solutions, innovate, and support each other via active participation in team meetings, emails, Teams, etc.

# CONTRIBUTIONS IN PRACTICE

## **Administration**

- Support the Business Operations Manager/Chief of Staff in daily operations and key initiatives.
- Assist with operational tasks to ensure smooth workflows, including office management, mail handling, processing/issuing business cards for staff, and coordinating courier services.
- Foster and maintain relationships with third-party suppliers such as vendors including office space providers and couriers, ensuring smooth administrative logistics.
- Visit the DC office as required to pick up mail, IT assets, and perform other tasks as needed.
- Collaborate with the Global Admin Team on strategy development and contribute to team projects and assigned tasks.

## **Finance and Travel Support**

- Assist the Finance team, under guidance, with tasks such as payroll, employee benefits, invoice processing, expense tracking, and liaising with financial institutions in the Americas region.
- Provide travel support for Americas-based and visiting staff, as requested, including visa arrangements, managing bookings through the travel portal, processing invoices, and ensuring compliance with travel policies.

## **IT Support**

- Collaborate with the IT team on regional initiatives, projects, and tasks, including on-site support as needed.
- Assist with IT asset management, including procurement, inventory management at physical office, and deployment (with IT guidance).

## **People and Culture Support**

- Support employee onboarding and offboarding processes, including setting up laptops, coordinating assets, booking courier services, and conducting inductions.
- Provide on-the-ground support and assist the People and Culture (P&C) team with administrative tasks related to employee benefits and compliance with local regulations.

## **Other Duties**

- Contribute to the Institute's culture by embodying our Values and Behavioural Competencies.
- Other relevant duties as required.

# YOUR CAPABILITIES

## Qualifications

- Tertiary qualification in Administration, Business Management, or related field, or equivalent experience

## Attributes

- Collaborative
- Humility
- Strategic thinker
- Client-centric
- Process and results-oriented
- Resourceful
- Adaptable
- Detail-oriented
- Growth mindset

## Skills

- Proficiency in Microsoft Office suite, including Excel, Word, Outlook, and PowerPoint
- Data entry and management
- Organizational skills, including time management
- Strong verbal and written communication skills

