



## **New Business Assistant**

Futerra is the UK's leading sustainability communications agency; from green to ethical, climate change to corporate responsibility.

We are recruiting for a New Business Assistant, a crucial role in helping our clients save the world.

Research and analysis are some of your strongest skills. Be it desk or telephone based, your rigorous approach means that you are as comfortable producing a report on COP-15 as a detailed conference calendar.

You love seeing a project through and can prove yourself able to manage busy creative types to produce top-notch work, from a beautifully designed publication to a well planned pitch. And no one beats you for organization. You take as much pride in an elegantly-designed filing system as a carefully sourced article.

This is a new role, and one which you will have the opportunity to shape. If you are passionate about making a difference and bursting with ideas for sustainability communications, then we should talk.

Introduce yourself by sending a CV and one page outlining your greatest success to [jobs@futerra.co.uk](mailto:jobs@futerra.co.uk)

Please have it reach us by **6 July 2009** (we know you always meet even the tightest of deadlines!)