



ISCC – International Sustainability and Carbon Certification is one of the leading certification systems for sustainability, traceability and the reduction of greenhouse gas emissions. More than 3,500 companies in over 100 countries worldwide use the ISCC System. The ISCC certification ensures a sustainable production of biomass, the reduction of greenhouse gas emissions, no-deforestation and traceability throughout supply chains. ISCC is a multi-feedstock system and covers agricultural, forestry and alternative raw materials, such as waste and residues. The ISCC certification system ensures the sustainability of raw materials and products for various markets, including bioenergy, food, feed, and chemical/technical markets.

We at ISCC are looking for highly motivated professionals to complement our team at the ISCC head office in Cologne.

Event Manager (f/m/d)

Your tasks:

- Planning, organization, execution and follow-up of ISCC events with the Event Manager, incl. trainings, seminars, workshops, conferences and team events
- Feedback design and evaluation for continuous improvement of participants' event experience
- Communication and promotion of upcoming events in collaboration with Marketing Manager
- Liaising and negotiating with external partners and events suppliers
- Adaptation of the ISCC training program to the digital/webinar format
- Research for technologies and formats for digital event experience, incl. effective registration and payment process, interactive webinar platforms, etc.
- Supporting the accounting team in event-related database and documentation management and invoicing
- Following up and expediting payments, resolving outstanding payments
- Other ad-hoc duties as required

Your profile:

- Relevant education in the fields of event management, accounting, business administration or similar, preferably with previous professional experience
- Connection to and affinity for sustainability topics
- High proficiency in English and German (spoken and written), additional languages are of advantage
- Very good organizational and communication skills
- High commitment, reliability, strong customer and team orientation, flexibility and good self-organization



- Structured, accurate and independent working style
- Good knowledge of the standard EDV tools / software (Word, PowerPoint, Excel), knowledge of macOS software as well as experience in the application of newsletter tools (e.g. Sendinblue) and content management systems (e.g. WordPress) is of additional benefit
- Willingness to occasionally travel within Germany and abroad

What we offer:

At ISCC you will join a committed, dynamic and international team within a pleasant working environment. The job offers cross-functional tasks in the field of communication and sustainability. The activities at ISCC cover environmental, economic and social sustainability aspects as well as the respective legal framework. Flat hierarchies and short decision patterns are a key feature of the organizational structure of ISCC. The ISCC office is centrally located in Cologne with close distance to public transport and train stations. A KVB Jobticket will be provided.

We are a company with equal opportunities for everyone and encourage applications from all suitably qualified candidates regardless of age, race, gender or any other criteria that is not a professional qualification for an open position.

Please send your application with your earliest possible starting date and salary expectations by email to Tiara Fausel: hiring@iscc-system.org

For further information please see: www.iscc-system.org