

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Executive Assistant H/F

Our client:

A global NGO based in Geneva

Role & Responsibilities:

- Acting with the highest level of discretion, manage the schedule and workflow of the CRO, and provide wide-ranging executive assistant support, to ensure the effective prioritization of the CRO's time and workload in alignment with departmental and organizational priorities.
- Provide substantial support to the CRO to coordinate briefing materials for meetings in line with timelines and meeting objectives working with other colleagues in the Risk Department and across the organization to track and follow-up on agreed actions to ensure their effective closure.
- Provide support to the CRO and other teams within the Risk Department undertaking relevant research, providing project management support, and leading on specific project activities, including preparing presentation materials and data analysis, working with a range of different software, including MS Office.
- Act as first point of contact for queries from, and liaise with, the Office of the Executive Director, senior managers, department heads, the OIG and external stakeholders, on behalf of the CRO, including routinely handle sensitive and confidential information.
- Accountable for the smooth operation of all aspects of office support ensuring the effective and timely flow of information between internal teams and with the other business units.
- Act as the Risk Department's focal point for coordination of queries and returns relating to departmental finances, including coordinating the Risk Department's budget: monitoring expenditure, monthly reporting and quarterly forecasting.
- Act as the Risk Department's focal point for HR related activities including coordinating recruitment, screening job applications and interviewing applicants, and liaising on learning and development in order to plan for, and respond to the team's training needs.
- Coordinate the induction of new team members, including preparing induction materials, and engage with managers to ensure probation guidelines, objectives and development plans are in place.
- Manage work-related travel for the Risk Department including coordinating travel arrangements and monitoring travel claims to ensure compliance with corporate policies.
- Ensure the effective and efficient management of Risk Department documents, managing the design and maintenance of the departmental SharePoint site, defining and updating levels of access and confidentiality and overseeing document management in compliance with good practice.

Profile:

- Bachelor's degree or equivalent in a relevant field (business administration, communications etc.
 - More than five years' work experience at a similar level, providing comprehensive executive support, working in an international, organization.
 - Proven ability to adapt quickly and gain an understanding of the requirements of a senior manager's workload, departmental and organizational priorities, and organization dynamics.
 - Proven ability to quickly build and maintain the trust and confidence of colleagues, senior managers and external stakeholders.
 - Experience working in diverse, fast-moving and dynamic teams with the ability to positively work with a variety of individuals and adapt to different situations.
 - Proven ability to effectively multi-task and independently exercise good judgement to effectively prioritize work and manage competing demands in line with tight deadlines.
 - Extremely well developed interpersonal skills with a proven ability to communicate effectively and persuasively both verbally, and in writing, at all organizational levels, and where required, to manage conflict.
 - Proven ability to respond appropriately and deal effectively with diverse situations that require good judgment, tact and diplomacy and confidentiality.
 - Applies the same level of courtesy to individuals at all levels throughout the organization.
- An excellent knowledge of English and French. Knowledge of other languages would be an asset.

Contract type: Temporary - 3 months

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : JD1079281880