

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Executive Assistant - Supply Operations Department

Our client:

A top tier NGO based in Geneva

Role & Responsibilities:

- Be responsible for time schedule and management on behalf of the Department's Head to include effective prioritizing and resolving related conflicts and competing demands;
- Provide substantial support to the Department's Head including proactive preparation and coordination of briefings for meetings, coordinate follow-up actions;
- Serve as first point of contact and liaison with clients and officials both inside and outside the Secretariat;
- Effectively provide general research support and utilizes all relevant computer software to retrieve, maintain and manipulate data as needed;
- Ensures quality of documents requiring the approval and/or signature of the Department's Head;
- Keeps others informed by providing relevant information, reports or status updates;
- Supports and works collaboratively with members of the immediate work team as well as with others in diverse work groups/teams/task forces, across the Secretariat & OIG office;
- Accountable for the smooth operation of the office support work and related systems within the Office and assuming primary responsibility for organizing and coordinating workflows;
- Works with the highest level of discretion in providing wide-ranging executive assistance support, setting and managing priorities and the workflow of the Department's Head, as well as administrative coordination within the Department;
- Routinely involved in relaying/processing/handling information of the most sensitive, diverse and confidential nature.

Profile:

- **More than five years' work experience** at a similar level in a culturally diverse organization.
- Demonstrable ability to adapt quickly and gain an understanding of the requirements of a Department's Head/ senior executive, the Division and the Organisation.
- Ability to quickly build and maintain trust and confidence.
- Proven ability to work effectively in a team oriented, multi-cultural environment with the flexibility to positively adapt to a variety of individuals and situations.
- Proven ability to respond appropriately and deal effectively with diverse situations that require good judgment, tact and diplomacy.
- Extremely well developed interpersonal skills with the ability to interact with an extensive network of contacts at senior levels both internally and externally.

Contract type: Temporary (until the end of december 2021)

Rate of activity: 100%

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM733610945