

Executive Coordinator CFO

Our client:

An important NGO based in Geneva

Role & Responsibilities:

Reporting to the Transformation Lead within Transformation Office & Coordination (CFO Front Office), the Coordinator will:

- Be responsible for time schedule and management on behalf of managers in F&A and/or the CFO, when necessary, to include effective prioritizing and resolving related conflicts and competing demands;
- Provide substantial support to the F&A Division, its managers and/or the CFO including proactive preparation and coordination of briefings for meetings, coordinate follow-up actions;
- Provide administrative support to the TOC Team and/or Transformation Lead if required;
- 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 approvals and/or signatures of the CFO or other managers;
- 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
- 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 administrative assistance support, setting and managing priorities and the workflow of the F&A Division and/or CFO, as well as administrative coordination within the Division;
- Routinely involved in relaying/processing/handling information of the most sensitive, diverse and confidential nature.

Profile:

- Educated to Bachelor's degree level or equivalent in an appropriate subject
- **More than five years' work experience at a similar level** in a culturally diverse
- Demonstrable ability to adapt quickly and gain an understanding of the requirements of a CFO, senior executive, the Division and the organisation
- Able to provide the full range of executive services required by the CFO
- Working experience within a large multi-national organization
- **Fluency in English and French.** With knowledge of any of the following: Arabic, Chinese, Russian, and Spanish being an asset.

Contract type: **Temporary mission** until the end of January 2023 and is extendable subject to business needs and performance.

Rate of activity: 100%

Starting date: Mid August or 1st of September 2022

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM79668021