



## Executive Assistant to CEO

**Start Date:** ASAP.

**Salary:** €40,000 / € 45,000 (gross per year on full time basis)

**Location:** Brussels, Belgium

**Contract:** 1 year initially – extension by mutual consent

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### Position summary

The Executive Assistant will perform a wide range of tasks in support of the Chief Executive Officer (CEO) enhancing capacity for the CEO, functioning as his personal assistant, liaising between CEO and GRI staff as well as CEO and external relations. Consequently, the post holder proactively applies considerable independent judgement in coordinating tasks/projects related to departmental needs and guarantees smooth implementation of these tasks/projects.

The post holder will work independently with little or no instruction to proactively take responsibility for all aspects regarding the smooth and reliable operation of the CEO Office and the CEO's commitments and work load.

### Job Responsibilities

- Proactively manage the CEO's commitments to a high degree of accuracy; schedule internal/external meetings and conferences, maintain calendar of all business activities and events
- Coordinate and finalize all aspects of complex international business travel (book flights, hotels, visas, transportation and prepare detailed itineraries)
- Liaise with event coordinators and conference planners to facilitate appropriate speaking engagements
- Anticipate and proactively avoid scheduling conflicts. Serve as a steward of the CEO schedule to ensure strategically important obligations are given priority.
- Research and assemble relevant information for executive meetings
- Represent the executive in internal/external meetings as required and record minutes. Report on action items and ensure executive is appraised of deadlines
- Effectively act as gatekeeper by responding to inquiries, filtering phone calls and directing communications from colleagues, stakeholders and general public
- Build and manage positive, effective working relationships and act as liaison between the executive and a variety of vendors, professional affiliates, stakeholders and business/personal associates
- Compose and edit professional correspondence with strict attention to detail
- Monitor CEO's inbox and track or delegate correspondence that require action/follow up accordingly
- Maintain records and electronic files and ensure optimal accessibility of information and documentation
- Reconcile business/travel expenses in a timely manner
- Organize social events for CEO as required
- Other duties as requested

### Key competencies/requirements

- Minimum five years' demonstrated administrative support experience at the executive level that exhibits an increasing level of responsibility
- Strong organizer and multitasker who can adjust priorities, recognize urgency, anticipate needs/conflicts and plan accordingly
- Exceptional interpersonal and communication skills (written and verbal, both at near native English level) in a variety of tones and mediums



- Proven ability to exercise sound judgment, discretion and diplomacy while dealing with multiple senior executives, stakeholders and business partners
- Adept at decision making and problem solving in a fast-paced environment
- Advanced MS Office skills (Outlook, Word, PowerPoint and Excel)
- Positive spirit and can-do approach to all tasks
- Proactive self-manager with the initiative to work well independently or with minimal direction
- Team player with willingness to assist other EAs or colleagues during peak periods and to cover for them during absences
- Genuine interest and/or knowledge of sustainability practices and policies an asset
- Able to work in an international and multi-cultural setting

#### **We offer**

- Hybrid/ Remote work within Belgium
- 36 (or extra leave) vacation days per calendar year to a maximum of 43 paid time off including local public holidays
- Pension contribution of 8% gross yearly salary and €70 per month healthcare contribution, or according to local labor legislation
- Free access to the GRI Academy, the possibility to become a GRI-certified sustainability professional, and other personal development platforms; learning, development, and well-being platforms

#### **About GRI**

GRI (Global Reporting Initiative) is an independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of a global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision-making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

More than 10,000 organizations, including 78% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 25 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

#### **How to apply**

Interested candidates eligible to live and work in Belgium are invited to submit resume and letter of interest in English to [apply@gri.recruitee.com](mailto:apply@gri.recruitee.com). The deadline to submit an application is **12.00 noon (CET), 29 May 2023**. *Only complete applications, including resume and motivation letter, from applicant already eligible to live and work in the Belgium, will be considered for this position.*

GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

HQ Visitors' address: Barbara Strozilaan 101, 1083 HN, Amsterdam, The Netherlands

T: +31 (0)20 531 00 00 [www.globalreporting.org](http://www.globalreporting.org)

