



Administrative Assistant for GRI Academy

Start Date: ASAP.

Salary: € 30,000 / € 33,000 gross per year on full time basis)

Location: Amsterdam, the Netherlands

Contract: 1 year initially – extension by mutual consent

Position Summary and Job Purpose

The GRI Standards are used by thousands of organizations around the world as the basis for their sustainability reporting. We are on a mission to ensure that companies report their impact on the world in a transparent, consistent and accessible manner.

The Education team is responsible for developing and implementing an educational program around sustainability reporting and the GRI Standards. Last year thousands of people followed one or more of the training courses we offer on our online GRI Academy and we expect their number to grow significantly in the coming years.

Position summary and job purpose

GRI is looking for an administrative colleague to help grow our educational activities and assist in supporting the community of Academy learners. Most of the work will concern responding to inquiries from Academy participants. Other tasks involve reporting and administrative work in the Academy itself.

The successful candidate will report to the manager of the Academy team. The post is based in Amsterdam. Ideally, therefore, the postholder should be eligible to live and work in the Netherlands.

Job responsibilities

The post holder takes responsibility for administrative tasks related to the online GRI Academy and the Professional Certification Program.

- Managing email traffic related to the GRI Academy or our educational program
- Assisting in keeping training records up to date in CRM and other supporting systems
- Troubleshooting and updating learner's records in the Academy
- Maintaining training partner's courses in the Academy
- Other duties as required.

Key competencies / Requirements

- Completed education with an administrative focus, for example MEAO
- Work experience in customer support or administrative role
- Customer-oriented with problem-solving behaviour and ability to adapt quickly
- Comfortable with using Microsoft Office, in particular Outlook, Word, Excel and PowerPoint
- Eager to learn new computer skills
- Experience in working with deadlines
- Pro-active whilst using common sense, seeking advice when needed
- Excellent communication skills and attention to detail
- Excellent command of written and spoken English; additional language skills, in particular Spanish, are a plus
- Able to work in an international and multi-cultural setting
- Affinity with the mission and vision of GRI would be an advantage



We offer

- Hybrid work (office/ home combination)
- Coworking office spaces
- Monthly 8% of gross salary pension contribution (taxed)
- €70 per month healthcare contribution (taxed)
- €21,50 per month working from home allowance, per Dutch labor law (net)
- Reimbursement of commuting to the office, actual cost to maximum of €230 per month
- 200 hours annual leave per year
- 88 hours extra hours leave per year as Working Time Reduction benefit

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 15 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 are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is **12.00 noon (CET), Friday, 24 February 2023** ***Only complete applications, including resume and motivation letter, from applicant already eligible to live and work in the Netherlands, will be considered for this position.***

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

GRI, Attn. Human Resources

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

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