



## **EXECUTIVE ASSISTANT**

### **FSC Director's Office**

#### **1. IDENTIFICATION**

Position title: Executive Assistant

Reports to: FSC Executive Director

#### **2. POSITION DESCRIPTION**

The position of 'Executive Assistant' in the Directors Office of the FSC provides direct operational support to the FSC Executive Director. The successful candidate in her/his position as 'Executive Assistant' will be responsible to:

1. Manage (receive, forward, track, follow up, file, archive) the internal and external correspondence (letters, fax, emails, telephone, etc.) of the FSC Executive Director.
2. Manage (schedule, coordinate, prepare, follow up):
  - calendars and schedules of the FSC Executive Director.
  - preparation for internal and external appointments and meetings of the FSC Executive Director.
  - travels of the FSC Executive Director.
  - dedicated meetings and workshops as required.
3. Develop, establish and manage comprehensive filing system and archive for the Directors Office.
4. Manage and execute other relevant tasks as advised by the Executive Director.

#### **3. QUALIFICATIONS AND EXPERIENCE**

The successful candidate is used to work with senior management and is able to demonstrate the following key competencies:

- Education and Training – The successful candidate performs his/her work in English language at the FSC International Center in Bonn, Germany, communicates well in German and is preferably proficient in Spanish, FSC's other official language. The



candidate successfully completed higher education (e.g. college degree) in a relevant field.

- Team Membership Skills
- Exceptional Interpersonal Communication Skills
- Accept a diverse Range of Technical Responsibilities
- Ability to relate to the FSC's Values and Approach
- Personal Conduct

The successful candidate demonstrates competence, experience and skills for this position in his/her career development through references of present and past colleagues.

#### **4. WORKING CONDITIONS**

- The position is based in Bonn, Germany.
- A two year contract will be offered
- FSC is an equal opportunity employer and does not discriminate nationality, ethnicity or religion.

#### **Contact details**

All applications, full CV/resume and a covering motivation letter should be sent to Ms Guillermina Garza, Head of Human Resources and Administration, via e-mail [g.garza@fsc.org](mailto:g.garza@fsc.org) or via post to Forest Stewardship Council International Centre, Charles-de-Gaulle-Strasse 5, 53113 Bonn, Germany. Further information is available by visiting the FSC web site [www.fsc.org](http://www.fsc.org). The position will remain open until filled.

Only short-listed candidates will be contacted.

#### **ABOUT THE ORGANIZATION**

The Forest Stewardship Council (FSC) is an independent, not for profit, non-government organization based in Bonn Germany providing standard setting, trademark and accreditation services for companies and organizations interested in responsible forestry. Founded in 1993, FSC's mission is to promote environmentally appropriate, socially beneficial and economically viable management of the world's forests. The FSC governance structure ensures that FSC is independent of any one interest group by requiring an equal balance between its environmental, social and economic chambers as well as a balance between interests from the economic north and south. For further information consult our web site [www.fsc.org](http://www.fsc.org)