

## Job Opening Executive and Project Assistant (m/f/d)

Are you looking to advance your career while working with one of the world's most trusted and influential conservation organizations?

We are seeking a motivated and well-organized Executive Assistant who will support our Chief Operating Officer with his daily work as well as with project management.

If you bring passion for FSC's mission and would like to work with us in an exciting, multinational environment, this is the right opportunity for you!



### The Organization:

In 1994, an international group of leaders in business, human rights, and the environment came together with a vision to harness the power of the marketplace to encourage the responsible stewardship of forests. Together they formed the Forest Stewardship Council (FSC), setting standards for responsible forest management and developing a certification system so that businesses and consumers could directly contribute to the health of forests and forest communities through their purchasing choices.

For 25 years, through its uniquely trusted forest management and chain-of-custody (COC) certification standards, FSC has been advancing the cause of responsible forest management around the world and across industries. Today, 200 million hectares of forests in 80 countries are certified to FSC forest management standards and more than 38,000 companies are certified to trade in FSC-certified products. For more information on FSC, visit our website at [www.ic.fsc.org](http://www.ic.fsc.org).

From leading the design of policies and standards to developing markets and promoting the brand, FSC is committed to finding most skilled and dedicated people to work with us around the world in our ongoing mission to protect forests for all, forever.

### The Role:

Reporting directly to the Chief Operating Officer (COO), the Executive and Project Assistant provides administrative, logistical, managerial and other support to the COO in terms of day to day operations, planning and project management.

### Main Responsibilities:

- To operationally manage the email, calendar, meetings etc. of the COO.
- To plan and follow up on key organizational initiatives, projects, and action items.
- To carry out external research on vendors & services and internal research on a variety of topics.
- To organize and take minutes of meetings and phone conferences, for example, of the Senior Management Team.
- To support the management and optimization of various Finance, Procurement & HR related processes.
- To collaborate with & act as backup for the Executive Assistant of Managing Director of FSC and the Facility Management Assistant.



### Qualification, Experience and Skills:

- Successful completion of relevant professional office management training and several years of professional experience in office management & executive support.
- A bachelor or master's degree, preferably in Management, public administration or related field with more than 1 year of relevant experience in a corporate environment.
- Strong writing skills and numbers skills.
- Ability to multitask and work under pressure.
- Good time management skills: ability to perform well while handling simultaneously several functions.
- Service oriented and proactive attitude to work.
- Fluency in English (spoken and written); fluency in Spanish and German is a plus.
- Strong organizational skills.
- Good skills in the use of Standard software packages (particularly MS Excel and PowerPoint), ideally experience with online tools (e.g. meeting organization).
- Reliable and loyal team player.
- Demonstrated commitment to the values and mission of FSC.

### Terms and Conditions:

- Location: Bonn, Germany
- Working Hours: Full-time - 40 hours per week.
- Duration of Employment: The position is for a parental leave substitution, therefore limited for 12 to 14 months.
- Starting Date: 01 October 2019 or as soon as possible.

### How to Apply:

Please send your motivation letter (including your **gross salary expectation**) and your CV in English as email attachments to [recruitment@fsc.org](mailto:recruitment@fsc.org).

Please do not send any photos of yourself, including as a picture on your CV and make sure to insert '**Executive and Project assistant- Your Name - 2019**' in the subject line of your email.

The deadline for applications is **27 August 2019**.

We will confirm receipt of your application. However, only candidates shortlisted for an interview will be further contacted and will receive notice of the outcome of the selection process. Should you not receive a confirmation of receipt please check your spam filter and if you cannot find it there contact us at [recruitment@fsc.org](mailto:recruitment@fsc.org).

Please be informed, that by applying for this position you automatically accept our [Data Protection Information](#) on processing your personal data.

We are looking forward to your application!