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

Position summary
The Executive Assistant will perform a wide range of tasks in organizational support of the Chief Executive Officer (CEO) enhancing capacity for the CEO, functioning as his personal assistant. Consequently, the post holder pro-actively applies considerable independent judgement in coordinating tasks/projects related to departmental needs and guarantees smooth implementation of these tasks/projects. The post holder will 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.
• Effectively act as gatekeeper by responding to inquiries, filtering phone calls and directing communications from colleagues, stakeholders and general public
• 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
• 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
• Positive spirit and can-do approach to all tasks
• Proactive self-manager with the initiative to work well independently or with minimal direction
• 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

About GRI

GRI 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. GRI does 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 11 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 when GRI was first established 25 years ago. In addition, GRI’s 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. The deadline to submit an application is 12.00 noon (CET), 31 August 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.

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