



## Team Assistant, Standards Division

**Start Date:** ASAP, 40 hrs p/w with (88 hours extra hours leave per year as Working Time Reduction benefit)

**Location:** Amsterdam, the Netherlands preferred (remote location within +/- 1 hours CET by mutual agreement)

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

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### Position summary

Are you interested in being our team assistant? Our international team develops the leading sustainability reporting standards used by thousands of organizations globally.

As our team assistant, you are responsible for a range of essential activities and processes supporting the team's success. You will enhance our team's capacity to implement its ambitious standard setting agenda.

You are responsible for implementing processes and routines for the administration of the Standards Division. Duties include the administrative support of standard setting projects while ensuring the smooth and reliable operation of the Standards Division.

Beyond the identified tasks and ad hoc projects, the role offers you the prospect of building skills and expertise in project management, publication and translation management, and sustainable development.

### Job responsibilities

- Provide administrative support to projects, including assisting in inbox management, document management, meeting scheduling and maintaining contact with key stakeholder groups, such as suppliers and reviewers, about deliverables
- Organize logistics and support virtual conference platforms for internal and external meetings and webinars
- Take notes and follow-up on actions for internal and external meetings
- Maintain the customer/stakeholder relationship management database for the team
- Manage calendars of the Standards Division leadership
- Support the uploading and updating of GRI Standards content in the Content Management System (CMS)
- Support backend administration of external and internal online content
- Act as a contact point and coordinate internal requests for the Standards Division time and resources
- Provide editing and formatting support for documents intended for internal and for public release
- Assist with travel arrangements and related reimbursements
- Support budget administration and tracking
- Ensure efficient ongoing administrative and office support for the Standards Division
- Work collaboratively with colleagues in the Standards Division and assist with other duties as requested

### Key competencies / Requirements

- Flexibility and an open attitude
- Strong communication and teamwork skills
- Highly organized; keen attention to detail and ability to prioritize effectively
- A proactive approach to problem-solving
- Five years of experience in a similar position
- Proven experience in handling multiple tasks while delivering on specific commitments
- Fluent level of written and spoken English
- Advanced proficiency with MS Outlook, Excel, Word, PowerPoint, Teams, and Zoom



- Basic knowledge of content management systems and how to import and export data from these. Experience working in CMS (Umbraco) is an advantage
- Able to work in an international and multi-cultural setting
- Affinity with the mission of GRI

### **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 approach 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 the most widely used for sustainability reporting globally.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations, and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% 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 **eligible to live and work where they reside** are invited to submit their **resume and letter of interest in English** to [recruitment@globalreporting.org](mailto:recruitment@globalreporting.org). The deadline to submit an application is **12.00 noon (CET), 5<sup>th</sup> August 2022**. GRI appreciates all expressions of interest. However, ***only short-listed applicants who submit resume and letter of interest*** will be contacted.

GRI, Attn. Human Resources

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

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