



Team Assistant
at the Global Solutions Initiative Foundation gGmbH

The Global Solutions Initiative Foundation (GSIF) is currently looking for a **Team Assistant (d/f/m)**. The Team Assistant will be responsible for the organization of the office and will support in particular the Secretary General and the Managing Director.

Form of Employment: Part-Time (20 hours per week)

Starting Date: Immediately

Duration: 31 December 2021, with the possibility of extension

Location: Berlin, Germany

Your responsibilities:

- Responsible for all administrative tasks in the area of office management
- Office organization & ordering of office materials
- Organizational support of the team, with appointment coordination, travel management and travel expense accounting
- Support in preparatory accounting, auditing and filing
- First point of contact for IT service provider and property management
- Reception and hospitality for visitors
- Carrying out research as well as data and contact maintenance
- Answering the telephone, acting as first point of contact for external enquiries and visitors

Your profile:

- Several years of professional experience as an office assistant or office manager
- Excellent MS Office skills (Excel, Power Point, Word) and knowledge of modern office management systems
- Fluent in spoken and written German and English
- First experience in preparatory accounting is an asset
- Structured, conscientious and responsible way of working
- Excellent communication skills, dedication and team spirit
- Fast learner with a "hands-on mentality"

We offer:

- A varied and demanding role with constantly new and interesting challenges
- Participation opportunities in a young, newly founded company in Berlin Mitte
- A dedicated team with flat hierarchies

About the GSIF

The Global Solutions Initiative Foundation (GSIF) is a global collaborative enterprise to propose policy responses to major global problems, addressed by the G20, the G7 and other global governance fora. Our activities include amongst others the Global Solutions Summit, the G20 Insights Platform, international workshops and conferences, and the Global Solutions Journal.

Applications should include a cover letter indicating your availability, expected salary, CV and relevant degrees. Applications are to be sent as PDFs (preferably in one file) to **Bridie France** (bridie.france@global-solutions-initiative.org).