



## Team Assistant at the Global Solutions Initiative Foundation gGmbH

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

**Form of Employment:** Part-Time

**Starting Date:** immediately

**Duration:** 31 December 2023, with the possibility of extension

**Location:** Berlin, Germany

### Your responsibilities:

- Responsible for all administrative tasks around office management
- Office organization & ordering office materials
- Organizational ad-hoc support of the team and executive team, including calendar management and travel management
- Support the team organize their daily priorities
- Document management
- First contact person for service providers and visitors
- Reception and hospitality for visitors
- Answering the telephone, answering external enquiries

### Your profile:

- Proven experience as a team assistant or office manager
- Thorough knowledge of all MS-Office applications and digital office management systems
- Fluent in spoken and written English, good German skills
- Structured, conscientious, and responsible working style, reliable and meticulous – you pay attention to every detail
- Excellent communication skills, dedication and team spirit
- Fast learner with a "hands-on mentality"

### We offer:

**We provide our team members** with an office laptop, a workplace in our open-plan office in Berlin's city center and the possibility to work remotely upon individual agreements. Also, we offer a discount for a ticket for the Berlin public transport (BVG Job ticket).

### About the GSI

The Global Solutions Initiative (GSI) 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.

**Please send your digital applications**, including your CV and cover letter - indicating your motivation and availability, as well as your expected salary and relevant degrees. Applications are to be sent as PDFs (preferably in one file) to [careers@global-solutions-initiative.org](mailto:careers@global-solutions-initiative.org).