



Team Assistant at the Global Solutions Initiative

The Global Solutions Initiative Foundation gemeinnützige GmbH (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 or full-time

Starting Date: immediately

Duration: permanent employment

Location: Berlin, Germany

Your responsibilities:

- Responsible for all administrative tasks around office management
- Office organization (contact person for service providers) and ordering office materials
- Organizational ad-hoc support of the team and executive team, including calendar management, travel management as well as support correspondence
- Document management and filing
- Reception and hospitality for visitors
- Answering the telephone, answering internal and external enquiries via telephone, email and letter
- Support the organization of team events
- Support the Administration team in urgent ad-hoc matters

Your profile:

- Proven experience as a team assistant or office manager
- Fast learner with a "hands-on mentality"
- Thorough knowledge of all MS-Office applications (in particular MS Word and MS Excel) and digital office management systems (ideally MS Teams)
- 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

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.