



**Personal Assistant to the Executive Team
at the
Global Solutions Initiative Foundation gGmbH**

The Global Solutions Initiative Foundation (GSIF) is currently looking for a **Personal Assistant (PA) to the Executive Team (d/f/m)**. The PA will be responsible for supporting the Executive Team (i.e. the managing partner, the managing director and the secretary general) of the Global Solutions Initiative in all areas including calendar management, meeting preparation, travel planning, and administrative tasks.

Form of Employment: Full time or part time

Starting Date: 1 November 2023

Duration: 31 December 2024 (with the possibility of extension)

Location: Berlin, Germany

Your responsibilities:

- Responsible for management of the schedules of the members of the Executive Team. This includes arranging meetings, calls, travel and identifying and resolving schedule conflicts
- Handle requests and queries appropriately and independently
- Preparing and sending correspondence on behalf of the Executive Team incl. correspondence at the national and international political level
- Preparing presentations and other documents on behalf of the Executive Team
- Point of contact between the Executive Team and external partners
- Take minutes during meetings
- Responsible for managing the Executive Team's work-related expenses
- Travel planning: managing bookings and preparing detailed itineraries
- Responsible for oversight of their commitments/tasks/deadlines and ensuring all obligations are fulfilled in a timely manner
- Supporting the Admin team where necessary
- Other administrative tasks

Your profile:

- Professional experience as Assistant to a President/Director/CEO or other member/members of the leadership team, preferably in an NGO setting
- Excellent time management and prioritisation skills
- Excellent MS Office skills and knowledge of modern office management systems
- Fluent in spoken and written English and German
- Structured, meticulous and responsible way of working, excellent attention to detail
- Excellent communication skills, dedication and team spirit
- Trustworthiness and discretion in dealing with sensitive, confidential and/or strategic matters

We offer:

- A varied role with constantly new and interesting challenges
- Participation opportunities in a young, dynamic organisation 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 careers@global-solutions-initiative.org).