Executive Assistant/Office Manager

About the organisation: The Global Renewables Alliance (GRA) serves as the unified and collective voice for renewable energy on the global stage. It is a coalition comprising six prominent global industry organizations specializing in wind power (GWEC), solar power (Global Solar Council), hydropower (International Hydropower Association), geothermal energy (International Geothermal Association), long-duration energy storage (LDES Council), and green hydrogen (Green Hydrogen Organisation).

Job description

We are seeking a highly organized and proactive Executive Assistant/Office Manager to join our dynamic and growing team. The successful candidate will be responsible for assisting the CEO and overseeing the daily operations of our office, ensuring efficiency and productivity. Additionally, you will play a critical role supporting our mission to promote renewable energy initiatives globally.

● Executive Assistant – for CEO:
  ○ Providing administrative assistance, such as writing and editing emails, drafting memos, speaking notes and preparing communications.
  ○ Managing calendar, including scheduling appointments and prioritising sensitive matters.
  ○ Prepare and attend meetings with CEO: agendas, invites, logistics, advise on content and take notes.
  ○ Build and maintain relationships with key stakeholders.

● Office Management:
  ○ Oversee the daily administrative operations of the offices.
  ○ Maintain office supplies and equipment, ensuring everything is in good working order.
  ○ Develop and update database of contacts, and managing shared online folders.
  ○ Coordinate team meetings, team building, training and support on travel arrangements.

● Human Resources – Support to HR Manager:
  ○ Support HR Manager: Maintain employee records and manage HR documentation.
  ○ Support staff with HR-related inquiries and issues, plus onboarding and exit.

● Financial and business administration – support to finance manager:
  ○ Assist with budgeting and financial reporting.
  ○ Manage contracts, invoices, expenses, and reimbursements.
  ○ Work with the finance team to ensure accurate and timely financial record-keeping.
Requirements and competencies

- Bachelor’s degree in Administration, Management, or a related field.
- Proven experience as an Executive Assistant, Office Manager, Administrative Manager, or similar role – ideally in an international organisation in the energy sector.
- Strong organizational and multitasking abilities.
- Eye for detail and strict confidentiality.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and office management software.
- Knowledge of, and interest in, the renewable energy industry is a plus.

What We Offer

- A collaborative and inclusive work environment.
- Opportunities for professional growth and development.
- Competitive salary and benefits package.
- The chance to make a meaningful impact in the renewable energy sector.

Apply

Interested candidates should submit their CV and a brief cover letter to Arthur Wiggers at arthur@globalrenewablesalliance.org. Applications must be received by 28th of June 2024.

At the Global Renewables Alliance, we champion diversity, equity, and inclusion. We believe that embracing varied perspectives enhances innovation and strengthens our commitment to renewable energy solutions. Our alliance is dedicated to fostering an inclusive environment where everyone feels valued and empowered to contribute to our shared goal of advancing renewable technologies worldwide.

Global Renewables Alliance – Rue du Commerce 31 – 1000 Brussels, Belgium