



Executive Administrative Assistant

WeForest is fast growing international non-profit association, headquartered in Belgium which develops high quality reforestation projects in the tropics to combat global warming and extreme poverty.

The organization is looking for an **Executive Assistant to the CEO** based in Brussels.

Job Purpose:

To offer full administrative support to the CEO and manage a remote office environment

Key Responsibilities/tasks :

Executive and administrative support to CEO

- Manage, coordinate and maintain calendar of CEO including appointments, meetings, events and travel.
- Organize internal and external meetings on behalf of the CEO.
- Monitor and respond to incoming communications including phone, calls, emails, ensuring correct distribution.
- Secretarial support for meetings (drafting and circulating meeting agendas, minutes, action follow-up...)

Sales support administration

- As the CEO is also the head of sales, the PA will be asked to work closely with Sales Support and help with the administration of our CRM (Sales Force).

OfficeManager

- Work closely with HR/CFO and management team to ensure that office policies and procedures are adhered to .
- Manage internal communications
- Responsible for Induction training coordination, ensuring IT access and equipment is ready,
- Manage applicable phone and team office expenses, supplies, stationery, business cards...
- Responsible for management of central office petty cash

Support Management Team and Board

- Provide Management Team with ad-hoc administrative support for special events.
- Manage logistics for the Board and Committee meetings. This includes but is not limited to preparing meeting agendas, recording meeting minutes, collating board reports and presentations.

Specifications:

- **Education: university** degree
- Experience: minimum 5 years' experience as Personal Assistant, Office Manager or similar role

Competencies:

- **Organizational, planning and multi-tasking skills**
- Communication skills
- Trilingual Dutch French English
- Information gathering and information monitoring skills
- Problem analysis and problem-solving skills
- Initiative, proactivity and pragmatism

- Professionalism and confidentiality
- Attention to detail and accuracy
- Flexibility

Essential Attributes:

Dynamic, enthusiastic and coachable to learn new skills.

Terms and conditions

- Full-time employee position
- Competitive package for a small NGO, including hospitalization insurance and pension plan
Work location is Brussels.

Apply

By way of application please send to **recruitment@weforest.org**

1. A motivation letter
2. Your CV/resume
3. 2 recent references.

Incomplete applications **will not be considered**

Due to the anticipated number of applicants, we will not have the resources to respond to every inquiry. We thank you in advance for your interest. The opportunity will remain open until a suitable candidate is found.

Overijse, March 2019