



The Club of Rome is an international think tank dedicated to reducing the world's ecological footprint, promoting a better economic system and improving human well-being. The Club's members include notable scientists, economists, businessmen, high level civil servants and former heads of state from around the world.

The International Secretariat of the Club of Rome in Winterthur, Switzerland seeks a

Team Assistant / Office Manager (80%)

Key responsibilities

- Support the Presidency and the team of the Club of Rome at its Secretariat in Winterthur in various administrative and organizational matters (schedules, appointments, travel, correspondence, etc.)
- Maintain financial records and accounts and support the budget preparations under supervision
- Be responsible for executing payments
- Provide support in maintaining relations with Swiss authorities on all HR-related issues such as health insurance, social security, pension, residence permits, visa, etc.
- Support the organization of meetings, conferences and events in Switzerland and abroad
- Manage information and data base development and administration
- Be responsible for the infrastructure of the International Secretariat (IT, various supplies, kitchen, services)
- Support internal and external communications in English and German (i.e. with members of the Club of Rome, local public in Winterthur and Switzerland)
- Respond to inquiries from external individuals and organizations
- Provide support on the substantive program and organization of the Club of Rome as required

Your profile

This position demands a dynamic and reliable individual with a demonstrated ability to achieve results in a demanding and fast paced environment. We are looking for a team player with positive attitude.

- Excellent oral and written communication skills in English and German (other languages are an asset) with the ability to interface with staff, members and the public
- Demonstrated experience with self-dependent office and HR management
- Excellent organization skills with the ability to prioritize multiple responsibilities, meet deadlines and pro-actively manage time
- Experience with budgeting and accounting procedures

- Excellent interpersonal skills with an ability to work with diverse people in multicultural environments
- Commitment to the Club's core values, mission and programs
- Proficiency with Microsoft/Open Office applications (especially Word, Excel and Powerpoint) and strong ability to learn and understand new software applications
- Proficiency with Linux/Ubuntu OS/software/applications is a plus
- Profound interest in global issues of social and economic development, environment, climate change and energy
- Swiss / EU / EEA citizen and/or a holder of a Swiss work permit

How to apply

Send an e-mail to jobs@clubofrome.org with the subject header "Application Team Assistant / Office Manager" including the following documents as one single pdf-file:

1. A resume (max. 2 pages)
2. A motivation letter describing why you are particularly interested in and suited for the Club of Rome (max. 2 pages)
3. The contact details of two referees and a description of your relation to them
4. Supporting documents and credentials relevant for this position

Please indicate your earliest availability as well as your salary expectations.

Application deadline: Wednesday, 29th May 2019, 11:59 AM CEST

Interviews: planned for 03rd- 06th June 2019 (via Skype) and 17th – 19th June 2019 (in Winterthur, Switzerland)

Starting date: as soon as possible

Please visit www.clubofrome.org or follow us on www.facebook.com/clubofrome or <https://twitter.com/clubofrome> to find out more about the Club of Rome.