DROSOS FOUNDATION (www.drosos.org) is a Swiss private not for profit organisation committed to unlocking the potential of young people. Together with its partners, the foundation nurtures their life and professional skills to pave their way to economic and social independence. The Foundation is currently active in Switzerland, Germany, Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia.

The Foundation is looking for a

Executive Assistant (m/f/d, 80 %)

Start date: 1 July 2023 or upon agreement.

Main duties

Are you our new expert in managing deadlines, timelines and optimizing the effectiveness of our CEO and Leadership Team?

As Executive Assistant, you will work at the foundation's head office in Zurich, Switzerland, providing general support to DROSOS FOUNDATION's Chief Executive Officer and the Leadership Team (LT). In this role, you will directly support the three members of the LT (Chief Executive Officer, Chief Operating Officer, and the Chief Programme Officer) in their effectiveness by managing schedules and deadlines and internal project approval and governance processes.

More specifically, the Executive Assistant:

- Works directly with the CEO to support her in all aspects of her daily work routine – anticipates and coordinates planning of meetings and deadlines (Board Meetings, External stakeholder requests, travels, etc.)
- Proactively manages the CEO's calendar, including responsibility for planning and organizing internal and external meetings
- Proactively manages agenda and logistics of internal events and meetings, such as Leadership Retreats, Annual Staff Workshops, etc.
- Coordinates with internal and external stakeholders to maintain a smooth workflow for the Leadership Team in close coordination with other global functions in Zurich
- Drafts key concepts and documents for the Leadership Team, ensuring clear and concise communication of ideas and proposals
- Proofreads key concepts, reports, and other documents to ensure accuracy, consistency, and adherence to organizational standards
- Coordinates the Foundation's internal grant review and approval process (ensuring relevant information is communicated in advance, participants are invited, etc.)
- Supports proper document management and filing and storage
- Performs additional tasks as required by the Leadership Team

- Serves as a positive, effective and inspiring team member and role model ensuring positive organisational culture in this pivotal role across all offices and functions
- Handles confidential and sensitive information with discretion
- Directly reports to the Chief Executive Officer

Requirements

- Experience in a similar role, ideally supporting senior management in an international environment
- Ability to communicate clearly and professionally with various stakeholders
- Good balance between supporting and executing, and offering own suggestions and initiatives
- Excellent communication and writing skills in both English and German are essential; Preferably a good command of French.
- Exceptional writing, editing and proofreading skills (keen eye for detail)
- Strong Organization and time management skills with the ability to prioritize and simplify
- Reliable, flexible and a pragmatic problem solver and able to manage high range and volume of responsibilities
- Hands-on and 'can do' attitude and proven ability to navigate uncertainty and changes
- Mastery in coordinating and multi-tasking; at ease with juggling several priorities and adjusting them as required; strong time management skills (calendar coordination, alignment of timelines, sequencing work, deadline discipline etc)
- Proficiency in MS Office skills
- Affinity to work in a multicultural environment

A modern workplace in the centre of Zurich, committed colleagues, and attractive working conditions await you. If you are qualified and interested in this position, please send a letter of motivation and your CV (max 3 pages) in English by June 2023. For questions, please contact **hr@drosos.org**. Onlydirct applications will be considered.