



October 2017

Job Opportunity – Team Assistant (Ref. IOE-Team_Assistant_2017)

The International Organisation of Employers (IOE) is the largest network of the private sector in the world, with more than 150 business and employer organisation members. In social and labour policy debate taking place in the International Labour Organization, across the UN and multilateral system, and in the G20 and other emerging processes, the IOE is the recognised voice of business.

The IOE advocates for regulatory frameworks at the international level that favour entrepreneurship, private sector development and sustainable job creation.

The IOE is looking for a **Team Assistant**. The ideal candidate has excellent knowledge of English, Spanish and French. A relevant professional qualification and/or work experience is required, as is familiarity with and an interest in international institutions and business.

As Team Assistant, your **tasks** will involve, but will not be limited to, assisting different advisors with:

- General secretarial duties
- Preparatory work related to meetings/workshops : drafting agendas, PPTS and relevant background documents
- Organisation of high-level meetings, conferences, workshops and related follow up
- Travel arrangements and preparation of travel documentation
- Formatting and proofreading of documents
- Scheduling meetings and maintaining agendas
- Handling of correspondence
- Answering and routing incoming phone calls
- Filing and scanning

Your skills and experience:

- Previous experience in a similar role
- Fluency in English, Spanish and French
- Excellent command of MS Office tools
- Excellent organisational skills
- Flexible, versatile and initiative-taking
- Good interpersonal skills
- Ability to work in a multi-cultural team
- Dynamic and stress-resistant

Qualifications :

- High school diploma or equivalent is required. Executive Personal Assistant or Admin & Secretarial diploma and additional formal training in Office tools such as MS Office is highly desirable
- Ability to efficiently handle multiple tasks
- Ability to work with limited supervision and with strong attention to detail
- Ideally holding a Swiss residence permit

Conditions :

- Starting date: 1 January 2018
- Based in Geneva
- Full-time schedule of five days (40 hours) per week
- Duration: permanent appointment

The IOE offers a unique opportunity to gain insight into global policy development, how it works from both a technical and political perspective, how it impacts on business and how business interacts with social partners, governments and NGOs. The IOE team consists of highly skilled professionals from different backgrounds, both educational and cultural.

How to Apply:

Please send a *curriculum vitae* and a cover letter in English expressing why you are interested in the position to recruitment@ioe-emp.com by 15 November 2017. Shortlisted candidates will be required to complete a written test as part of the interview process.