

# Personal Assistant (PA) to the Chief Executive Officer (CEO)

## Job Advertisement

**Starting date:** As soon as possible

**Salary:** 60'000 to 65'000 CHF *depending on skills and experience*

**Location:** Geneva, Switzerland

**Closing date:** 19 July 2019

**Percentage:** 80% or 100%

*Are you a strong communicator with excellent time management skills? Are you the person who remains calm in fast paced environments with competing and equally important priorities? Do you have what it takes to provide executive-level support, pay attention to crucial details and apply your interpersonal skills? If so, this opportunity may be for you. The purpose of this role is to support the CEO on administration, and on managing the governance and strategy processes.*

The Better Cotton Initiative (BCI) is a multi-stakeholder membership association set up to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. It owns the Better Cotton Standard System, a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently 1.5 million licensed BCI Farmers and over 1000 BCI Members from across the cotton sector working together to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton-producing areas. This role offers you the opportunity to join an enthusiastic and dynamic team that are making significant global changes. BCI is currently looking for a Personal Assistant (PA) / Office Coordinator for its office in Geneva.



You will provide daily support to the Chief Operating Officer (CEO) and carry out administrative work on his behalf. The role will be diverse and involve regular interactions with global BCI staff as well as the Leadership Team and Council Members. You will be exposed to high level discussions and have an insight on decision-making and strategy development.

This role is challenging and offers excellent opportunities for personal and professional development.

## RESPONSIBILITIES

### Personal Assistance (50%)

- Act as a first point of contact for the CEO: deal with correspondence and phone calls
- Manage CEO diaries and organising his meetings and appointments
- Book and arrange CEO's travel, transport and accommodation
- Reminding the CEO and Executive Group of important tasks and deadlines
- Prepare and reconcile expenses for the CEO

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- Manage CEO’s databases and filing system

### Logistics and support on Governance (50%)

- Coordinate logistics for the meetings and calls of BCI governing bodies (BCI Council, Executive group & Leadership Team)
- Record, transcribe and distribute minutes of meetings.
- Oversee and keep up to date governance-related website content.
- Monitor, screen, respond to and distribute incoming communications.
- Conduct research, collect and analyse data to prepare reports and documents for the CEO when required

Beyond these specific responsibilities the P.A. is expected to work closely with the CEO to support the delivery of the BCI Strategic Plan.

### PROFILE

To be successful, candidates will have the following attributes:

Skills & knowledge
<i>Essential</i>
Excellent oral and written communication, with attentive listening abilities
Discretion and trustworthiness: you will often be party of confidential information
Tact and diplomacy
Willingness to carry out administrative tasks
Educational background in Business administration, Management or other relevant field
Strong organizational and planning skills in a fast-paced environment
Attention to detail and problem solving skills
Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges
Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude.
Proven ability to multi-task and keep track of several projects running in parallel
Advanced computer skills and IT literacy, to include: Word; PowerPoint; Excel; Outlook
<i>Desirable</i>
Experience working with or for a multi-stakeholder initiative
Interest in and commitment to sustainability

### Working Arrangements

The position is full time (40 hours a week) and based in our offices in Geneva. The PA will receive a permanent contract with an initial 3 months’ trial period. BCI offers flexible working, with core hours being 10am – 4pm. BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

The job requires occasional short- and long-haul travel.

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### Applications:

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter (2 pages maximum), in English, by email to: [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) with subject: "PA - Application".

We thank all applicants for their interest; however only shortlisted candidates will be contacted.

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human and financial resources.