

Position Title	Executive Assistant to the CEO
Business Unit	Business Services
Manager	CFO/Company Secretary, dotted line to CEO
Direct Reports	N/A
Location	Washington D.C. (preferred) or London
Role type	1.0 FTE, ongoing
Significant relationships	<ul style="list-style-type: none"> ■ CEO, Leadership Team, and Administration Managers

Position purpose

The Executive Assistant is the liaison between the CEO for all internal and external executive contact. Ensuring a deliberate and seamless daily workflow for the CEO operations function you will have oversight of travel arrangements, communications, and calendar workflow.

Key responsibilities

- Manage global travel, accommodation, and conference requirements for the CEO
- Oversee and manage the CEO daily / weekly calendar and manage related communications from internal and external sources
- Arrange meetings and conference calls
- Assist in development of CEO communication content, such as;
 - Composition of draft correspondence, emails, letters and otherwise required communications
 - Prepare papers, reports and presentations as directed
 - Finalise composition of CEO business communication and reports for official presentations
- Coordinate agendas, meetings, and papers for meetings
- Support local operations, including event management and arrangements, as required
- Other duties as required

Skills and experience

Essential

- Qualification in office management and administration and/or previous experience in a similar role supporting executive level functions
- Highly developed interpersonal, customer relations, communication, and conflict resolution skills
- Demonstrated high levels of skill in written business communication, report writing and presentation skills including attention to details
- High levels of initiative, and ability to manage and carry out projects autonomously with minimal supervision
- Demonstrated ability to effectively manage time, organise workload and multi-task when necessary
- Intermediate to advanced level with MS Office

Desirable

- Experience working in a global organisation with a matrix structure
- Working knowledge of general climate change mitigation topics

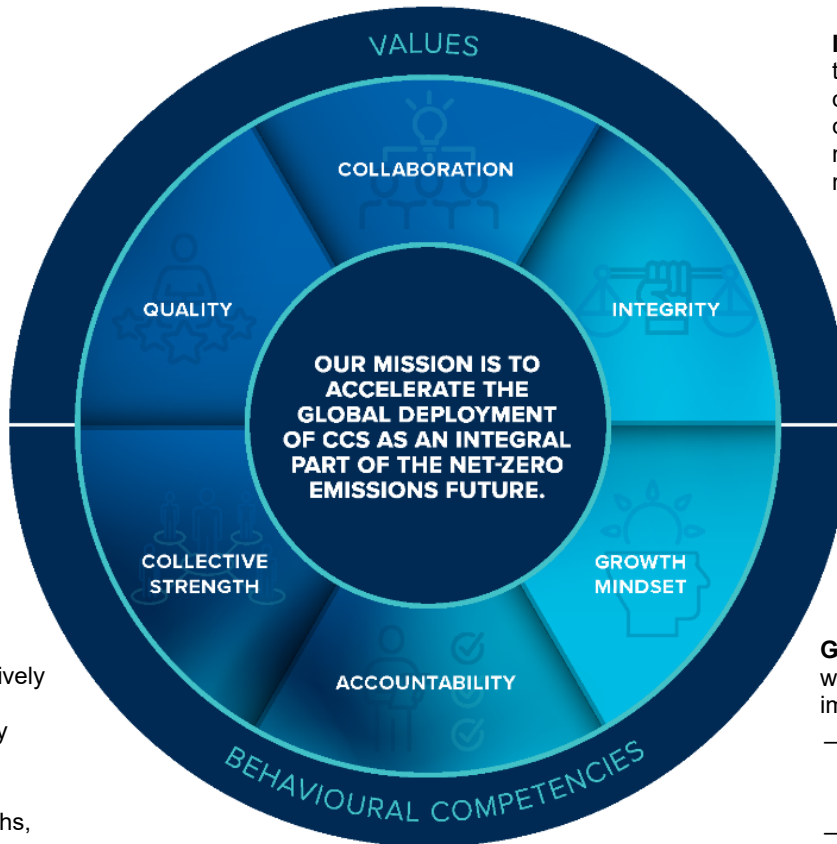
Values

Our Values underpin the way we do things at the Institute and guide us internally in our day-to-day work. The following Behavioural Competencies align with Our Values with the aim to amplify each aspect and are essential to ensure the achievement of Our Mission.

Collaboration - We work cooperatively and our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.

Quality - We strive for excellence in all that we do. We are a trusted, knowledgeable and responsive organisation known for exceptional advice and service delivery.

Integrity - We hold ourselves to the highest standards in all we do. Our actions and communications are responsive, ethical and respectful of diversity.



Collective Strength - You actively develop and leverage the Institute's collective strength by

- Honouring and acknowledging your colleagues' skills, strengths, and contributions.
- Building meaningful relationships on a foundation of trust, mutual respect, appreciation and empathy with colleagues, Members, clients, and partners.
- Facilitating people and ideas coming together beyond hierarchical and organisational boundaries through effective communication, knowledge sharing, and proactively seeking input.
- Exhibiting dedication to our purpose, your role, and what we can achieve together.

Accountability - You hold yourself and others accountable by

- Taking personal responsibility for deliverables.
- Keeping a focus on delivering outputs that are accurate, timely, and of a high standard.
- Acknowledging ownership and accountability to promote solutions.
- Identifying areas for improvement across the Institute and appropriately providing feedback to those responsible.

Growth Mindset - You seek ways to continuously learn and improve by

- Fostering an environment open to diverse ways of thinking and operating.
- Seeking, providing, and responding to feedback in a productive and respectful manner.
- Recognising the limits of your own experience and skills and taking proactive steps to grow them.
- Embracing failures, challenges, and setbacks as opportunities for growth and learning.
- Engaging in honest self-reflection and actively applying lessons learnt.