

# Executive and Administrative Assistant

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The Extractive Industries Transparency Initiative (EITI) International Secretariat is looking for a full-time Executive and Administrative Assistant to join our headquarters in Oslo, Norway.

This position offers the chance to join an international and vibrant working environment, helping citizens of resource-rich countries benefit from their natural resources through a partnership with companies, governments and civil society in 52 countries.

We are looking for a creative, proactive and enthusiastic person to join our team. You must be resourceful, flexible, self-driven, have the ability to think big and start small, and thrive in a fast-paced environment.

The EITI is committed to achieving diversity in terms of gender, nationality, culture and educational background. The EITI is an equal opportunities employer. There is scope to undertake the role on a part-time basis.

## Key Responsibilities

- Provide administrative and logistical support to the Executive Director including:
  - Liaise with travel agents and others to ensure that the ED's travel is time and cost-efficient, that visa and accommodation arrangements are well planned in advance.
  - Plan and coordinate meetings for ED with key stakeholders while on travel assignments and provide a detailed itinerary for the travel.
  - Keeping diary up to date.
  - Support with reporting of ED expense claims.
  - Draft correspondence.
  - Liaise with Board Chair assistant to plan Board meetings, travel and calls.
- Plan and organise internal meetings for the Senior Management Team and Directors; take minutes at all-staff meetings and track follow-up actions.
- Manage and maintain the Secretariat's events, projects, travel and leave calendars.
- Provide administrative support to the finance, admin and HR team.

## Required Qualifications

- Bachelors degree, preferably in Business Administration or similar
- Strong written and verbal communication skills in English and Norwegian. French, Spanish, Russian or Portuguese are highly desirable, but not required
- Proven experience as an executive assistant or office administrative assistant of 3 years or more
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task
- Willingness to work in a fast-paced environment, and engage in a variety of tasks

- Experience working in an international environment and with international organisations is an advantage

### How to apply

To apply please visit our [website](#) or go directly to our [job portal](#) no later than close of business on **23 April 2019**. Please note that we will not process applications received via email.