

**Join the NOW team now to integrate your work and your purpose!**

NOW is looking for an enthusiastic colleague who is highly professional and passionate to co-create a better economy and world.

## **Executive Assistant / Project Administrator**



### **About NOW Partners:**

[NOW Partners Foundation](#) and B Corp is a global partnership of 100+ senior leaders in business, investment, advisory and academic work who for decades have empowered the transformation of companies such as Philips, Tata Communications, Triodos Bank and Natura as well as institutions like the U.N. The focus of our global work is to integrate business success and economic development with the regeneration of people and societies, nature and the climate. Examples of our work: convening the [Future Economy Forum](#) and many more [projects mentioned here](#).

NOW Partners operates globally and continues to grow quickly. You would join a team of warm hearted, hard-working and highly skilled professionals deeply committed to making the world a better place.

### **Organizational Orientation and Values:**

The NOW team works to make a real difference in the world. The satisfaction of working together on this is high. So are the demands this creates on time, engagement and professionalism. We have a strong commitment to international and cultural understanding, personal responsibility and accountability, mutual responsibility and respect. Our intention is to develop a long-term collaboration with a person who cares about the world. This position has career growth potential - as demonstrated by prior EAs who have joined the leadership team. But this position where you serve at the center of action needs to be enough to fulfill you.

### **The Role:**

We are looking for a new colleague who is proactive in addressing challenges, detail oriented and passionate about flawless administration and agenda management. You can deal with many important tasks simultaneously within time frames that may be out of our control and thus create pressure to act. You are considerate in your relationship management and communications as you interact with senior leaders from diverse cultures.

You will play a crucial role in the organization internally and externally, with the opportunity to engage in a supporting role with high level projects.

- Performs tasks quickly and precisely
- Manage relationships directly and on behalf of the CEO and other senior leaders
- Adapt to diverse organizational needs (some periods more intense than others, operating on different time zones and is consistently available and responsive as these changes occur)
- We work in fields of business, finance, sustainability, education, policy with partners in business, NGOs, governments and multilateral institutions. Experience in these fields is a plus.

### **Responsibilities and tasks:**

- Support the CEO to co-create successful outcomes.
- Maintain and manage a complex agenda spanning multiple time zones.
- Proactive attention to detail and capacity to foresee and solve challenges.
- First point of contact with leaders from around the world.
  - Scheduling & Prep meetings
  - Brief CEO as needed on meeting topics, attendees and expected outcomes.
  - Attend calls and meetings virtually, take and synthesize meeting notes, track follow-up actions and contacts.
  - Logistics – transport, timing, etc.
- Support virtual and in-person events including outreach, production, list management, site and/or technical logistics.
- Support project management and team adherence to deadlines.
- Research and proofreading project documents.
- Organize and maintain folder systems for organization documents.
- IT Administration for CEO/organization – troubleshooting email access, Google docs / Dropbox document permissions, account log-ins, equipment/device management.
- Responsible for managing CEO's interaction with Salesforce CRM database, importing & updating contacts. Supports database management, coordinating with the team as needed.
- Perform miscellaneous job-related duties as required.

### **Your Profile - Essential Experience:**

- At least 5 years of professional experience supporting senior leaders.
- Professional education, preferably with a completed Bachelor's degree.
- A professional, fluent command of English: reading, writing, speaking.
- Mac and iPhone fluency and troubleshooting ability required.
- Key systems: MS Office (on Mac); Salesforce or other CRM; G Suite; MailChimp or other Mailing software.
- Project management skills. Deliver to a deadline.

- Thrive in entrepreneurial collaborative team projects. Service-oriented.
- Work remotely and manage your own workload.
- Ensures sensitive information is protected - familiarity with data protection and confidentiality best practices.

**Desirable - Extra points for:**

- Fluency in Portuguese, German, Italian.
- Graphic design & presentation skills.
- Content management, including social media, newsletters and websites.
- Familiarity with databases and automation software.
- Demonstrated interest in business transformation, sustainability & regeneration.

**Terms of employment:**

Team members are self-employed.

Competitive compensation.

Ideally full time. Minimum 3 days per week with this role as your primary priority that takes precedence over other responsibilities.

Work hours require flexibility as we are a global organization working in diverse time zones, yet also attend to our personal sustainability.

European time zone or similar location needed.

**Procedure and application:**

Please express your interest by filling out the [application form here](#):

<https://forms.gle/TeRuVjQa2VSMc34P8>

Please state "Let's get this started!" in your application to be considered.

Contact us today; we are excited to hear from you! Interviews of shortlisted candidates will be held shortly, followed by reference checks, with a view to a start as soon as possible.