

Global Alliance for Improved Nutrition

Job title:	Senior Office and Administrative Assistant - GAIN Netherlands (80%)
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Classification:	E2 – Junior Associate	Direct reports:	0
Work location	Utrecht – The Netherlands	Travel required:	Limited

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

For our Netherlands team based in Utrecht, we are looking for a part-time (32 hours per week) **Senior Office and Administrative Assistant** to provide an effective and comprehensive service to the manager and employees of GAIN Netherlands.

DESCRIPTION
<p>Overall purpose</p> <p>The Senior Office and Administrative Assistant will support the Head of Office and the rest of the team with operational, accounting, HR and general admin tasks.</p>
<p>Tasks and responsibilities</p> <p><u>Operational:</u></p> <ul style="list-style-type: none"> • Liaising with building management on general matters arising, including shared spaces (e.g. climate control, cleaning services and shared kitchen space) and participate in quarterly tenants meeting • Manage building access; provide training on employee safety and security policy and measures (incl. BHV) • Receiving guests, providing refreshments and ensuring meeting room is kept clean and tidy; booking external meeting rooms if needed • Providing international GAIN staff with support during their visit to the Netherlands • Support external agencies/companies visits to the Netherlands office • Support GAIN NL staff with travel arrangements (e.g. visa, flight tickets, hotel bookings) • Ordering and management of equipment including desks, phones, laptops and oversee contracts and supplies for the office e.g. stationary, personal business cards, coffee, tea and fresh supplies (fruit/milk) etc. • Ensure proper waste management; recycling according to local regulations • Supporting large scale events in the Netherlands office such as workshops and retreats that are hosted. Ordering catering, ensuring rooms are adequately equipped • Taking responsibility for the IT equipment set up in the office, including Skype and Zoom • Liaising with IT in London/Geneva to resolve issues quickly (i.e. broken laptops etc.) and liaise with IT service company spitfire as necessary

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Finance:

- Support Project Accountant with financial processes and monthly close of NL account
- Review all travel and expense claims prepared by the GAIN NL staff, ensure all necessary documentation is obtained and filed
- Manage the GAIN NL office budget; monitor expenditures, support quarterly budget forecasts
- Support the Head of Office with the annual financial statement process for Stichting GAIN Netherlands and organizing Board approval
- Act as the first contact point for Rabobank on our GAIN NL bank account
- Ensure all finance policies and procedures are followed as per GAIN's finance manual

Administration and HR

- Ensure all new joiners in the Utrecht office are welcomed in the best possible way
- Support the Head of Office with general administration tasks
- Act as the HR focal point for the Netherlands
- Stay updated on Dutch labour law and share updates with global HR team (e.g. on probation periods, contract duration, insurances, pensions, sick leave, maternity benefits, internship criteria, etc.)
- Support the GAIN NL staff with contracts (e-contracting, signatures)
- Set up and manage contact database

Key organisational relationships

- Reports to the Head of GAIN Netherlands
- Supports the wider GAIN NL team
- Liaises with the Project Accountant in London

JOB REQUIREMENTS

Competencies

- Effective oral and written communication skills in an environment requiring diplomacy and good judgement in managing interactions with individuals at all levels inside and outside an organization
- Proactive with a commitment to quality and accuracy with close attention to detail
- Strong interpersonal and organizational skills
- Able to prioritize, multi-task, and work well under pressure with frequent deadlines
- Able to work without close supervision
- Computer literacy with excellent MS Word, MS Excel, Outlook and PowerPoint skills

Experience

- Experience working in an international environment is a plus

Education

- Diploma or degree in office management/business administration or related field preferable

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Other requirements

- Eligible to live and work in The Netherlands
- Fluency in both written and spoken English and Dutch
- This is a part time position, working 32 hours per week

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities
- A global team in an international organization