

04/2025

JOB DESCRIPTION

Administrative Assistant

JOB SUMMARY

Reporting to the Senior Manager, Membership & Partnership Development, the incumbent is responsible for providing effective administrative and secretarial assistance to the Secretariat General, Membership & Partnership and the Global Advocacy Team.

Reports to: Senior Manager, Membership & Partnership Development
Reports: Not applicable
Travel: Very occasionally
Location: IRUGeneva

RESPONSIBILITIES

1. Global Advocacy Team Support

- Support team reviewing letters, position papers, resolutions, general documents, presentations, briefing notes, formatting, editing, translation coordination, document publication, surveys, contact with members and other administrative tasks.
- Support preparation for external UN-related high-level meetings (e.g. UNECE, ITC, ITF)
- Preparation of background information by research speakers and providing succinct brief
- Supporting ongoing United Nations Framework Convention on Climate Change (UNFCCC) administrative work
- Preparation of quadrennial report linked to special consultative status with United Nations Economic and Social Council (ECOSOC). Coordinating application for UN annual/temporary grounds passes and staff registrations to UN meetings
- Upon request, supporting travel, hotel, flights, specific research and ad hoc projects
- Consolidating the IRU Annual Working Programme
- Supporting Global Advocacy and team members with translation coordination

2. Support to the Secretariat General and Senior Manager, Membership & Partnership development

- Providing administrative support to Senior Manager, Membership & Partnership Development
- Acting as back-up for Executive Assistant to the Secretary General
- Filing expenses, IRU contracts and other relevant documentation
- Preparing Swiss visa support letters for members
- Supporting team with IRU IT platforms
- Responding to IRU general phone line and IRU mailbox emails
- Coordinating IRU Monthly Activity report
- Performing any other duties as assigned by Senior Manager

3. Statutory Meetings Support

- Supporting and preparing draft provisional agenda, annotated agenda, supporting documents for content input by managers, Power Point presentation, preparation of the files and logistics for the Goods Transport Council (CTM) Board and IRU management
- Updating published docs on relevant website page
- Supporting logistics coordination with events team to ensure smooth running of meeting
- Tracking member registrations to Statutory Meetings
- Ensuring cross-team coordination with Events Team, IT Team, Legal Team, interpreters.
- Coordinating monthly Goods Transport Council (CTM) Board meetings
- Editing speeches
- Supporting General Assembly (AG) and Passenger Transport Council (CTP) Secretaries
- Providing support during meetings and finding solutions to situations that emerge
- Liaising with Events, external AV teams, interpreters on spot
- Organising potential speakers briefing in coordination with Senior Adviser, Global Advocacy
- Ensuring post-meeting follow up and writing Goods Transport Council (CTM) Report and List of Decisions

QUALIFICATIONS & EXPERIENCE

- At least 8 years' experience in the role of administrative assistant
- English mother tongue
- Another language is an asset
- Previous experience in international organisations is a plus
- Proficient in the use of Microsoft Office programs and other IT platforms

COMPETENCIES, SKILLS & BEHAVIOURS

Our Mindset: How we work			
Be customer oriented	Challenge the Status Quo	Be bold	Act

Our values: What guides us

Drive for results

- Ensure operational excellence in all activities
- Solid organisational and prioritisation skills
- Understand the sense of urgency
- Make things happen by being proactive
- Effective communication skills
- Be accountable and actively contribute to key priorities
- Fully committed to IRU and determined to reach objectives in annual Game Plan

Respect

- Act with integrity, respecting our policies, compliance and rules & regulations at all times
- Ability to manage sensitive and confidential information
- Protect the environment to ensure a sustainable future for the generations to come
- Demonstrate emotional intelligence: self-awareness, empathy, managing self and other emotions
- Collaborate cross-functionally to ensure participation of relevant departments for IRU success

Resilience

- Be creative and curious
- Be flexible and bounce back in challenging times
- Adopt a solution-oriented mindset
- Ability to work under pressure and variable time schedule

Industry knowledge

- Able to build relationships, influence and inspire both internal and external stakeholders
- Committed to IRU's sense of purpose and meaning