

03/2022



IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

Our organisation in Geneva is looking for a

Executive Assistant to the Secretary General

JOB SUMMARY

The incumbent is responsible for providing effective and proactive support to the Secretary General. She/he manages the smooth running of the meetings of the Presidential Executive (PE) and General Assembly (AG). This position requires the ability to anticipate needs and offer solutions to problems with a high level of professionalism, structure and confidentiality.

RESPONSIBILITIES

Executive Assistance for Statutory Meeting organisation

Document preparation

- Prepare PE and AG agendas and respective detailed annotated agenda, coordinating input from relevant departments and review documents to ensure high quality, including PPT presentations and communications.
- Together with the Communication department, prepare speeches for the President's opening remarks at the PE and AG meetings.
- Prepare follow up actions for every PE meeting.
- Take minutes in relevant meetings [PE (IRU Board) and AG] and draft reports.
- Liaise and coordinate with the different departments and business lines in charge of providing content for the PE and AG meetings.
- Prepare meeting files for IRU staff involved in the PE and AG meetings

Requirements for successful document preparation: Intellectual analysis, industry understanding, IRU understanding, background information on previous meetings/decisions, effective taking of minutes, proactive mind-set, ability to summarise complex concepts simply and concisely, very strong English writing skills, high level of anticipation, time and stress management

Logistics

- Play a key role in organising PE and AG meetings in coordination with the events team including ensuring the proper meeting logistics and support for the Secretariat as well as for the members of the PE

General administrative, secretarial assistance and membership support

- Manage SG's calendar, emails and draft routine correspondence, as well as internal administration such as holiday schedules, expenses, including those of a sensitive and confidential nature.
- Organise travels and internal/external meetings,
- Serve as a point of contact for internal stakeholders on matters pertaining to the Office of the Secretary General.
- Work with the Strategic Management Team (SMT) to coordinate the SG's outreach activities.
- Provide hospitality to all guests and help create a welcoming environment
- Coordinate ad hoc translations, documents publication, contacts with members
- Provide excellent membership service to existing and potential IRU Members
- Any other duties as assigned by the Management

COMPETENCIES, SKILLS & BEHAVIOURS

- Solid organisational and prioritisation skills
- Stress-resilient, mature, determined and assertive
- Ability to manage sensitive and confidential information
- Strong organisational skills that reflect ability to perform, anticipate and prioritise multiple tasks
- Very strong interpersonal skills
- Anticipates, resourceful and understands the sense of urgency & drive change
- Meticulous, precise and rigorous
- Respect & teamwork
- Cross-functional collaboration to be successful in a matrix organisation
- Positive energy & able to embrace change
- Accountability and drive for results
- Emotional intelligence: self-awareness, empathy, managing self and other emotion
- Approachability and empathy with others

EXPERIENCE REQUIRED

- Minimum 10 years of relevant experience
- Fluency in English is a must. French and Russian are an asset
- Previous experience in a law firm, a plus
- Solid computer skills, proficient in the use of Microsoft Office programs

If you are interested in this exciting opportunity, please send your motivation letter and most recent CV in English.