

Triodos Bank

Triodos Bank is an innovative and value-driven bank. Triodos Bank finances companies and projects that contribute in a concrete way to a sustainable society. The bank invests for example in wind energy, biological agriculture and in solar projects in developing countries. Triodos Bank is a truly international, commercial bank with branches in The Netherlands, United Kingdom, Belgium, Spain and Germany. Triodos Bank is seeking a native English speaker to serve as:

Personal Assistant to the CEO

m/f, 32 to 40 hrs/week

This Personal Assistant will work in close cooperation with the existing Personal Assistant to the CEO, who is Dutch and focuses primarily on the internal and national activities of the CEO.

The PA will have two primary areas of work:

1. Assisting the CEO, primarily on international activities (min. 50 percent)

- Overall planning and coordination of international meetings and activities for the CEO
- Preparation of agendas and meeting materials, as well as minute taking, for three international Triodos Bank boards:
 - The International Management Council (IMC), made up of managing directors from Triodos Bank's branches and business units
 - The Supervisory Board
 - The Board of SAAT (representing Triodos Bank shareholders)
- Drafting and editing English-language documents for the CEO and other members of the Executive Board. Some translation from Dutch to English.
- Other activities:
 - Answer telephone calls and responding to email inquiries
 - Act as host for visitors to Triodos Bank
 - Read and manage the incoming e-mails to the CEO. When applicable, answering the e-mails or bringing them to the direct attention of the CEO.
 - Co-manage the CEO's agenda
 - Organize travel arrangements for the CEO as needed
 - Provide cross-coverage for the other PA as needed

2. Supporting the Global Alliance for Banking on Values (GABV) (max. 50 percent)

- The PA will serve as a member of the GABV's small secretariat. Primary tasks include:
 - Organizing secretariat meetings and tracking follow-up items
 - Acting as liaison between the CEO and the secretariat
 - Preparation of agendas and meeting materials, as well as minute taking, for the Steering Committee of the GABV
 - Logistical arrangements for in-person GABV meetings (2-3 times per year)
 - Correspondence with potential and existing members of the GABV
 - Organizing conference calls and travel to support GABV activities
 - Acting as primary point of contact for 1-2 student interns
 - Special projects as needed

Profile:

- Native English, with a both talent and affinity for writing and editing
- Proficient in Dutch at the NT2 level -- or the willingness to reach this level
- Working and thinking ability at a bachelors level (or above)
- Proven experience with administrative and secretarial work at an executive level
- Self-reliant, trustworthy and responsible
- Ready willingness to take care of small details (like organizing lunches and other catering demands) as well as larger, more strategic tasks
- Ability to balance multiple demands in a fast-paced work environment
- Flexibility and a sense of humor

The Personal Assistant must manage many concurrent, often competing demands, and must be skilled at setting priorities to get the work done. The scope of international contacts demands excellent communication skills, both verbal and written. It also requires sensitivity around time zones and differences in culture. The PA must be good at building relationships, willing to take the initiative, and have strong attention to detail. Furthermore, the PA has confidence and works with grace under pressure.

Working at Triodos Bank

Working at Triodos Bank is an opportunity to actively contribute to a sustainable society. The bank takes a strong interest in the personal and professional development of its co-workers.

The organisation culture is informal and transparent. We offer a dynamic work environment in a growing organisation with ample room for own ideas and initiative.

Interested?

For more information you can contact Eva Scholte, HR Advisor, via 030 693 6500.

Please can send your motivation letter and CV with reference number 201137 before **5 January 2012** to Triodos Bank, Human Resources department; Eva Scholte, e-mail: solliciteren@triodos.nl

See for more information:

www.triodos.com
www.triodos.nl
www.gabv.org

Details from this advertisement may not to be used for marketing purposes.