

Future Earth is a major international research programme for global sustainability. We provide international coordination of research around the greatest challenges facing humanity – and engage policy, business and the public in the solutions to these challenges. Our work stretches from climate change and biodiversity, to human health and transformation of societies. We work with many of the world's leading experts on global Grand Challenges. The Future Earth Secretariat is distributed across five hubs located in Stockholm, Tokyo, Colorado, Montreal and Paris. For further information see www.futureearth.org

We are now looking for Future Earth's global secretariat in Sweden, located at the Royal Academy of Sciences's Frescati Office, near "T-bana" Station University ...

Administrative assistant

(Substitute 1 year, starting immediately)

Duties / Your work

You will work with administration and accounting tasks and liaise with internal and external partners to organize events / conferences and support projects in a stimulating international environment. You should be comfortable with making contacts at different levels and use your initiative and problem solving skills.

Your key duties will include support for some incoming and outgoing invoices, reconciliations, preparing reports and financial data, payroll and time reporting, liaison with accounting and payroll agency, involvement in monthly and annual closing of the accounts as well as support of various financial tasks in cooperation with the Finance Director. Visma/Azets ERP is used.

Responsibilities will include

- managing calendars, travel booking, supporting meetings and events
- checking travel expenses, establish and implement procedures and policies of the organization
- coordinating schedules, activities and general office assistant tasks.

As administrative assistant, it is important that you like to do duties that vary widely from large to small and feel a genuine sense of service, keeping track of all our office space (conference rooms, reception, kitchen, etc.). Part of the role will also be direct support, such as travel booking, calendar etc. for the Global Hub Director.

The job will also include some support for our communications team, including helping with conference materials, events organisation, publications and occasional overseeing of our web page and social media.

Experience / Background

- Several years of experience in administrative work, preferably in an academic environment
- The position requires excellent computer skills including advanced skills in the office package, also very good command of English and Swedish
- An advantage if you have project coordination experience and previous work experience in a Foundation
- We prefer that your "working style" is "hands on" / practical in organizing events, you have a basic knowledge of finance and are comfortable with numbers
- Flexible and good social and communicative skills
- Well structured, goal oriented delivery and integrity to meet varying contacts in the scientific world

Working time / duration

Our current employees need relief during pregnancy and parental leave. The position is approximately 1 year starting at the earliest, at the Future Earth global secretariat in Stockholm c / o The Royal Swedish Academy of Sciences.

Application

We look forward to receiving your application, which should include a cover letter and your CV, no later than June 1. Interviews and selection is ongoing. Mark your application with "Administrator" and send via **e-mail**; zlatko@tresurs.se.

If you have questions, please call 08-744 16 60 and speak with Zlatko Kotevski at Tresurs Business Development, helping us with the recruitment.