

Sustainability Excellence Administrative Assistant

Sustainability Excellence is a fast-growing firm, based in Jordan, providing a full range of sustainability services to companies and governments in the Arab world. We view sustainability management as the next step in management excellence and central to business innovation and competitiveness. Our clients are amongst the leading companies and organizations in the region in pioneering sustainability management and reporting. They span 6 countries and more than 15 sectors.

Main Tasks:

- Arrange travel logistics for the CEO and the team; requesting travel visas, reserving complex flights, hotels and transportation
- Follow up on the CEO records of frequent flyers with different airlines, and hotel memberships
- Provide basic internet-based research on companies
- Virtual and physical file management
- Maintain up to date files for clients contact details in outlook and ZOHO systems
- Arrange server maintenance, etc.
- Monitor Petty Cash
- Keep an up to date track of the company's sustainability performance; overall energy consumption, paper consumption, carbon emissions, etc
- Maintain office stationary supplies
- Personal assistance to the CEO
- Other secretarial standard tasks, including: answering phones, typing, taking notes, sending mails via courier and post.

Skills Required:

- 3-5 years experience as personal assistance or executive assistant
- Pay attention to details
- Can work under pressure, and able to work in a fast paced environment
- High sense of responsibility
- Good letter writing ability
- Proficient with computers, Internet, and Microsoft Office (Word, Excel, Power Point), Microsoft Outlook, Outlook Express and Google Applications
- Ability to multitask, highly efficient and effective
- Diligent with regard to timely follow up
- Can-do attitude and willingness and ability to learn fast

Language Proficiency:

- Fluency in Arabic - reading, speaking, writing
- Fluency in English – reading, speaking ,writing

For more information please email hr@sustainabilityexcellence.com