

Title: Executive Secretary

The Global Phosphorus Institute (GPI) is seeking an Executive Secretary to be based in Benguerir, Morocco.

About the Global Phosphorus Institute

The Global Phosphorus Institute (GPI) is a global organization with a holistic vision, footprint and participation to ensure responsible use of phosphorus through cutting-edge science and stakeholder dialogue.

Responsibilities

The Executive Secretary provides support to the Global Phosphorus Institute (GPI) managers and employees, assisting in daily office needs and managing the institutes' general administrative activities.

He/She handles a variety of tasks to ensure that all interactions between the organization and others are positive and productive.

Specific Tasks

- Perform general clerical duties to include but not limited to photocopying, faxing, mailing, and filing
- Coordinate both domestic and international travel arrangements including hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents.
- Manage hectic and complex calendars. Setup and coordinate meetings/appointments and conferences.
- Coordinate internal and external meetings for multiple executives
- Prepare correspondence, reports, and materials for publications and presentations.
- Prepare expense reports and purchase requisitions
- Perform any other duties related to the job as assigned by manager or team member

Required qualifications

- **Mandatory:** Strong verbal and written communication skills in **English, French and Arabic**.
- Prior experience supporting executive level management.
- Demonstrated strong organization and time management skills, with a focus on managing multiple calendars, assigning priorities and meeting deadlines in a fast-paced atmosphere.
- Candidate must be self-motivated with strong follow-up skills.
- Advanced level of proficiency in MS Word, Excel, and PowerPoint.
- Must be able to work independently as well as assist other areas when needed.

- Demonstrated problem-solving and decision-making skills
- Self-starter with the ability to anticipate needs, take initiative and proactively problem-solve.
- Proven ability to maintain confidential information and interface with all levels of management.

Education

- High school degree or equivalent. Bachelor's degree preferred; Curricula: Business Administration and/or Management

Global Experience

- 2-5 years in a secretarial or office administration role

Start date: As soon as possible

Qualified candidates should send a detailed CV and an application letter by email to communication@tgpi.org with copy to Anas AGUENAOU(Anas.AGUENAOU@tgpi.org) before 9th of September 2022.