



Position Title: PA/Operations Assistant

Organisation: Institute for Strategic Dialogue

Sector: Think Tank/ NGO

Location: London

Reporting to: Finance Manager

Salary: circa £20,000

Position Summary

This is a support role within a growing international think tank. The role includes the PA function to the CEO, alongside providing administrative support to ensure the smooth functioning of the organisation as directed by the Finance Manager, who has an expanding remit in managing the Institute's operations and resourcing. The role will include involvement in various project areas as needed, alongside the opportunity to become an integral part of the Executive team.

Key Responsibilities:

- Administrative support to the CEO;
- Administrative support to the Finance Manager and Research and Policy Director, under the direction and supervision of the Finance Manager

Specific Responsibilities:

- Provide the CEO with high level support, including diary management, organising travel, processing expenses, drafting correspondence, updating the contact database and compiling materials for meetings;
- Provide administrative support to the FM in organising key ISD meetings, such as Board of Trustees, Policy Board and Management Committee meetings, including scheduling meetings, compiling papers and taking minutes;
- Provide administrative support to the FM in organisation-wide coordination,
- Provide administrative support to the Research and Policy Director, including organising travel and processing expenses;
- Undertake online research as directed by the CEO and FM;
- Under the direction of the FM, contribute to the overall administrative support for the office including answering phones, photocopying and printing as needed.

Requirements:

- At least 2 years experience providing PA support;
- Able to demonstrate experience of successfully liaising/engaging with a wide range of external stakeholders including government officials, political offices and company directors;
- Ability to be proactive and anticipate needs;
- A typing speed of 50wpm minimum;
- Excellent oral and written communication skills (English language);
- Strong interpersonal skills including the ability to be diplomatic;
- Highly organised and detail-oriented;
- Strong time management skills and ability to prioritize workload and meet tight deadlines;
- Ability to take initiative and move work forward;
- Comfortable working as part of a team but able to work independently;
- Fully IT and Internet literate;
- University education required;
- Knowledge of other European languages is an asset;

Please note that flexible working hours and travel may be required for this position.

The Institute for Strategic Dialogue

The Institute for Strategic Dialogue is a network-based policy organisation working with global leaders in the private and public sectors. Our mission is to challenge the long-range threats to international and communal peace and to enhance Europe's capacities to be an effective player in the world. Through programmes, task forces, closed meetings on policy and the 'seeding' of significant new initiatives, the Institute fosters leadership and stability in Europe's wider neighbourhood and a better understanding of, and common approaches to, shared global challenges in the transatlantic space with the overarching aim of bridging potential dangerous communal, religious and political divides. Further information on the Institute is available at www.strategicdialogue.org.

Application Procedure

Please send your CV with covering letter to info@strategicdialogue.org quoting reference PA03 by 5th February 2012. Please note only shortlisted candidates will be contacted.