

Office Administrator (m/f/d) – Part-Time (20 hours/week)

RGI is looking for an Office Administrator

Starting as soon as possible

Berlin; Candidatures under “Aktiverente” welcome

1. Background

RGI is a unique collaboration of NGOs and TSOs from across Europe engaging in an ‘energy transition ecosystem-of-actors’. We promote fair, transparent, sustainable grid development to enable the growth of renewables to achieve full decarbonisation in line with the Paris Agreement.

2. Specific tasks

Are you looking for a meaningful new challenge after entering retirement? Or do you want to bring your years of professional experience into a dynamic team? We are looking for a mature, structured, and reliable individual to organize our office and provide energetic administrative support.

Your Tasks with Us:

- Office Organisation: Handling general administrative duties, managing incoming mail, and ordering office supplies.
- Communication: Managing telephone and written correspondence with clients, partners, and service providers.
- Data Management: Organising files, digitalizing documents, and maintaining our master data.
- Reception & Hospitality: Greeting visitors warmly and preparing meeting rooms for appointments.
- Flexible All-Rounder: Supporting the team with various daily challenges and ongoing projects.
- Maximum 20 hours/week dedicated on-site presence.

The successful candidate should fit well into our open and international team of driven and creative individuals, bridging intercultural divides between the corporate and non-governmental world.

3. Qualifications and skills

The ideal candidate should be a mature person and possess the following professional qualifications, experience and personal attributes:

- At least 3-year proven experience in similar positions
- Ability to organise and plan own work, as well as work in a team
- A flexible, pro-active approach to work including the ability to prioritise and reprioritise
- Strong interpersonal skills to enable lasting, good interaction with a wide range of contacts
- Good written and verbal communication skills in English (good knowledge of German is an asset)
- Experience with, and secure use of, standard computer software including Microsoft Office and communication tools like Zoom or Teams
- Fast learner with ability to quickly understand new issues

4. What we offer

- We are a small international and diverse team
- We interact with members and partners in different European countries
- We are operating at the heart of an exciting industry that's currently undergoing a massive transition
- We work at the interface of corporate energy, non-governmental organisations and policy

5. Your application

Please address your application to Antonella Battaglini, the CEO of RGI, include your CV and a letter of motivation in which you indicate expected salary, first possible available date, references and where you have found this job add. Send your application per email to: jobs@renewables-grid.eu

Applications will be processed as they come in until we find a suitable candidate. RGI is an equal opportunities employer.