

RGI is looking for an  
**Office Administrator**

Starting as soon possible – Berlin – Full time

## 1. Background

The Renewables Grid Initiative (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

We are looking for a mature person to join our team as Office Administrator. The selected candidate will work on a wide range of tasks including:

- Manage the CEO's calendar, helping with scheduling meetings and other appointments
- Deal with the CEO's pre-travel management (flights, accommodation reservation) and post-travel reporting
- Support the CEO's email correspondence
- Organise the annual RGI Members' Assembly and Staff Retreat
- Organise the weekly team meetings and take minutes of the meeting
- Maintain files and contact lists
- Organise the office calendar and meet and greet office guests
- Assist with the event preparation for other regular RGI's team activities in the office (order catering, printing name tags, etc.)
- Help with organising internal activities for RGI's staff (trainings, Brown Bag events, multicultural dinners, Christmas celebration etc.)
- Organise and order office supplies
- Manage communication with mail and courier services
- Perform other day-to-day office-related duties as required

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
- Excellent 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 an 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 ad. Send your application per email to: [jobs@renewables-grid.eu](mailto:jobs@renewables-grid.eu)

Applications will be processed as they come in until we find a suitable candidate.

RGI is an equal opportunity employer.