

Job posting: Assistant/Secretary to the CEO of RGI

Starting as soon as possible; Berlin

Full/part time

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.

RGI is looking for a mature candidate to assist with the daily activities of the CEO.

The selected candidate will be based in Berlin and will work on a wide range of tasks including:

- Manage the CEO's diary, schedule meetings and appointments, both internal and external
- Join meetings when appropriate, prepare agendas, take notes and follow up as required
- Screen enquiries and requests, and deal with them directly when appropriate
- Process the CEO's e-mail, ensuring that incoming correspondence is dealt with by the CEO, or on behalf of the CEO, and outgoing correspondence is followed up on.
- Assist the CEO with research and follow up actions on matters which fall within the CEO's responsibility
- Assist in the preparation of presentations and reports
- Maintain files and contact lists
- Perform other day-to-day duties as required

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

Qualifications

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

- 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 re-prioritise
- Strong interpersonal skills to enable lasting, good interaction with a wide range of contacts

- Excellent written and verbal communication skills in English (at least one further European language highly desirable)
- An understanding of European environmental and energy policies and the energy sector in general is considered 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

What we have to offer

- We are a small international and diverse team
- We interact with members and partners in twelve 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

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 and references. Send your application per email to jobs@renewables-grid.eu. Applications will be processed as they come in until we find a suitable candidate.