

PA to Associate Director, Signatory Services Team

Location: London

Duration: Permanent

Start date: ASAP

Remuneration: Salary negotiable. 5% company pension contribution, Life Assurance & Long-Term Sickness Benefit, optional BUPA health cover. 25 days paid annual leave + paid bank holidays.

About PRI

The Principles for Responsible Investment is an investor initiative in partnership with UNEP Finance Initiative and the UN Global Compact. Launched by UN Secretary-General Kofi Annan and subsequently endorsed by his successor Ban Ki-Moon, the PRI is a set of voluntary best practice principles to assist investors in integrating environmental, social and corporate governance issues into investment processes and ownership practices. We are a 50-person Secretariat that supports the principles, promoting the PRI and providing assistance and information to our signatories. For more information please see www.unpri.org

Summary

This role involves providing organisational and administrative support to the Associate Director (AD), Signatory Services Team. On occasion some delegated support to two of the AD's direct reports may be required (such support will be at the behest of the AD only – this role does NOT have multiple line-managers).

The role will also involve providing administrative support by uploading and updating signatories' posts on the PRI Clearinghouse platform, the online platform used by our signatories to collaborate with other investors.

We are looking for someone who can demonstrate attention to detail, has strong organisational skills and who communicates well with all levels of seniority. The candidate must be very comfortable with MSOffice software and be able to quickly learn how to use other systems.

A confident approach with a focus on finding solutions is required. The role affords a high degree of autonomy and proactivity/initiative is encouraged.

Description

- Providing general organisational support to the Associate Director, Signatory Services Team (meetings, calendar etc.)
- Organising meetings and appointments, including agendas & logistics
- Some email management
- Arranging travel, accommodation and visas, preparing itineraries
- Updating CRM software with details of interactions and follow up steps.
- Minute meetings where appropriate
- Assisting other Signatory Services team Heads - only when agreed with AD.
- Updating the PRI Clearinghouse platform.

Requirements

- Extremely well organised and efficient, ability to prioritise
- Ability to work effectively without direct supervision
- Self-starter
- Excellent professional communications skills (written and spoken)
- Excellent people skills, tact and diplomacy
- Discretion when dealing with sensitive information
- IT literate with a thorough knowledge of MSOffice suite
- Experience of similar roles is highly desirable

Please send your CV and covering letter explaining why you are suited to this job to careers@unpri.org by noon on Tuesday 6 May 2013. We expect interviews to be held toward the end of that week.