

Frankfurt, 21. Dezember 2023

### **Administrative Assistant (m/w/d)**

Location: Frankfurt am Main, Germany

Reports to: Head of Operations and HR

Envisaged Start Date: As soon as possible

Contract: Full time or part time 80 % (negotiable) / 5 days a week

Nature Trust Alliance (NTA) is seeking an organized and passionate multi-tasker for the role of an Administrative Assistant. This post offers the opportunity to contribute, from the back office to nature conservation while gaining experience in the administration and management of non-profit organizations.

Nature Trust Alliance (NTA) is a unique collaboration between four of Europe's leading conservation trust funds: the Caucasus Nature Fund (CNF), the Prespa Ohrid Nature Trust (PONT), Legacy Landscapes Fund (LLF) and the Blue Action Fund (BAF). NTA provides operational support services (financial management, administration, governance, reporting, etc.) facilitating to the funds the chance to focus on their core missions of employing innovative and sustainable financing mechanisms for nature conservation.

### **The role**

In addition to ensuring efficient coordination of day-to-day administration of the Frankfurt office, the Administrative Assistant will assume some tasks in the areas of operations, HR, IT administration and office management. The right candidate must be a highly organized, detail-oriented, creative self-starter with proven experience in office management.

### **Key Responsibilities**

- Support the Head of Operations and HR in maintaining the HR records and files (payslips, holiday/sick days tracking and more)
- Handle tasks related to IT support and maintaining the relationship with the external IT provider
- Support on managing insurance products for all partner foundations – collect and maintain relevant information and data
- Support the partner foundations with preparing documentation and insurance for project visits, travel documentation, workation etc.
- Support NTA Team members – excel analysis, data filling etc.
- Cooperate with the Head of Operations and HR with updating and reporting of legal changes for the partner foundations (Stiftungsaufsicht, Transparency register etc.)
- Office management including checking electronic and physical mail, keeping supplies stocked, assisting in fixing problems with equipment, maintaining digital and physical files
- Cooperation with our partners in Albania, Caucasus and German program office

## Profile

- 1-3 years of work experience in office management, administrative assistance or IT related environment
- Bachelor degree
- Fluency in written and spoken **English** and **German** is mandatory
- Experience in office management and daily operations
- Excellent knowledge of MS office (Excel, Microsoft 365, Sharepoint, Cloud)
- Proactive and able to work independently once trained, and with minimal guidance
- Flexibility to take on a variety of routine tasks and special projects
- Demonstrated track record in troubleshooting, problem solving, and follow through
- Experience working with international organizations or multi-cultural teams would be a plus
- Ability to thrive and learn in our fast-paced environment while bringing an enthusiastic, collaborative approach to your work
- Possession of a valid work permit for Germany is a requirement.

## What we offer:

- A dynamic, flexible, and mindful environment that strives for excellence in a broad variety of operational services.
- A window into the world of environmental and development NGOs.
- Options for professional growth through experience with the daily operations of an agile organization. You will help coordinating processes among different stakeholders and support in various tasks.

**This vacancy was published on December, 21th 2023, and it's open until filled.** Send a mail with a cover letter, explaining your motivation, visa status and indicating salary expectations, as well as your CV to [info@naturetrustalliance.org](mailto:info@naturetrustalliance.org). If you have questions, please don't hesitate to contact us!