

# ADMINISTRATIVE ASSISTANT (m/f/d)

## LEGACY LANDSCAPES FUND (LLF) - INTERNATIONALER NATURERBE FONDS



IS SEARCHING FOR A:	<b>Administrative Assistant</b>
REPORTS TO:	Executive Director
LOCATION:	Berlin
CLOSING DATE:	Until filled
START DATE:	As soon as possible
CONTRACT:	Part-time (50-80% negotiable)

### ABOUT LEGACY LANDSCAPES FUND

Legacy Landscapes Fund (LLF) was founded in 2020 by BMZ and KfW to make a significant contribution to the conservation of biological diversity through sustainable funding for protected areas. LLF is a charitable foundation with public and private funding, that provides long-term to permanent core funding for globally essential protected biodiversity areas – legacy landscapes - in partner countries of the global South. To ensure efficient and impact-oriented management of legacy landscapes, LLF promotes partnerships with experienced NGOs, protected area authorities, and local communities. These partnerships strive to manage the landscapes to improve biodiversity conservation, while securing the rights of the local populations and their livelihoods.

### THE ROLE

We are searching for a highly organized and proactive administrative assistant to provide support to our team in various administrative and operational tasks. The ideal candidate will be a detail-oriented professional with exceptional organization and time management skills. You are process-minded but flexible enough to thrive in an international environment, supporting an organization that will be continually evolving in its initial years. Possessing a passion for learning and tackling new challenges, you are ambitious, helpful, and have a good sense of humour. Your responsibilities will include managing calendars, coordinating meetings and travel arrangements, and preparing detailed reports. This role requires confidentiality and discretion, as you will handle sensitive information and interact with donors, grantees, and team members. The successful candidate will possess strong problem-solving abilities and excel at multitasking. Above all, you are passionate about long-term conservation of the world's important biodiversity and conservation landscapes.

### KEY RESPONSIBILITIES

- Efficiently manage directors' calendars, coordinating meetings, appointments, and travel arrangements
- Act as a liaison between executives and internal/external stakeholders, demonstrating professionalism and confidentiality
- Prepare various reports, including monthly expense reports, travel expense reports, and maintain logs for vacation, sick leave, and vouchers
- Prepare correspondence, presentations, and other documents

- Handle the overall day-to-day office management, logistics, and act as the point person for maintenance, supplies, invoices, and coordination with service providers
- Collaborate with administrative staff at LLF's shared services provider to provide comprehensive support to the entire office
- Organize logistics for events and meetings (e.g. team retreats, conferences, workshops, etc.) including invitation and calendar management
- Support travel logistics (e.g. booking flights and hotels for events and field trips, checking in for flights, arranging visas, etc.)
- Manage databases and background document libraries (e.g. SharePoint)
- Set-up and provide IT support for laptops, phones, and technical equipment, in coordination with IT service providers
- Manage small donations across multiple platforms
- Assist in procurement processes, including documentation, and contract management
- Support directors in recruitment and contribute to onboarding new staff, student assistants, and interns
- Ensure workplace health and safety compliance by scheduling and documenting trainings and adhering to regulations

## **KEY QUALIFICATIONS**

Candidates applying for this position must provide evidence of the following:

- Minimum of a bachelor's degree
- 1 - 3 years related experience in office management, administrative assistance, or executive support. Experience within non-profit organisations will be considered an asset
- In-depth knowledge of office management responsibilities, systems, and procedures
- Proficiency in Microsoft Office (SharePoint, Outlook, etc.)
- Sound knowledge and ability to work with computers and software systems, databases, and spreadsheets. Familiarity with other software packages such as Salesforce will be considered an asset
- Excellent written and oral communication skills in English and German are mandatory, with proficiency in other relevant languages being an additional asset
- Working experience in an inter-cultural environment is an asset
- Possession of a valid work permit for Germany is a requirement

## **BENEFITS**

LLF is committed to providing a competitive and fair pay package that takes into account the responsibilities of the position and the qualifications of the selected candidate. Public transport support and tax-free vouchers are part of the compensation.

## **APPLICATION PROCESS**

Please include a letter of motivation indicating your salary expectations, and a CV, in English, with all supporting documents in a single pdf document.

Please send your application to [info@legacylandscapes.org](mailto:info@legacylandscapes.org).