

EXECUTIVE ASSISTANT / OFFICE MANAGER

Dubbed by Forbes as the “leadership approach to disrupt thinking, then business” and by Stanford as the “future of higher education”, THNK School of Creative Leadership is the antithesis to conventional professional programs. We are a purpose-driven social enterprise, creating experiential and transformative leadership programs to develop creative leaders capable of delivering innovative solutions to the world’s greatest challenges.

To support the Managing Partner and to help run our THNK Home smoothly, we’re looking for an Executive Assistant / Office Manager.

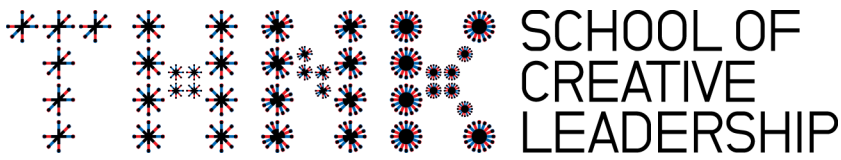
As Executive Assistant/Office manager you play a pivotal role in THNK’s day-to-day operations. You anticipate the Managing Director’s needs and never miss a detail. You coordinate communication, prepare partner meetings, manage appointments, and proactively resolve conflicts. In addition you liaise with our landlord Artis and the neighbors in our building to ensure that everything in and around the THNK home is organized well. You ensure our office is supplied with everything we need, taking social and environmental aspects into consideration.

RESPONSIBILITIES:

- Conserve the Managing Director’s time by collecting information, preparing Leadership Team meetings, draft documents, take minutes during partner meetings
- Build relationships with diplomacy and warmth, manage communication, including responding to emails, and interfacing with clients and third parties
- Coordinate and arrange meetings and partner events, find venues and make bookings
- Handle confidential information judiciously and with great care
- Be the first point of contact for our landlord ARTIS, manage the communication flow with ARTIS, the other tenants and the team, coordinate and support the maintenance of the office and facilities, ensure that everything functions as it should
- Organize the storage for kitchen and office, receive deliveries and be the contact person for suppliers
- Organize all incoming mail, order office supplies
- Work closely with the COO/HR/Finance for gathering information for B-Corp
- Make people feel at Home when they are at THNK

WHO ARE WE LOOKING FOR:

- At least 3–5 years of experience as an executive/management assistant
- Highly organized, proactive, flexible and detail oriented
- Thrive in a setting that is fluid and fast-moving and where you relish to bring necessary structure
- Excellent written and oral communication skills in Dutch and English
- Enjoy helping people and solving problems
- Play nicely with others and can be assertive when needed
- Not afraid to roll up your sleeves and get your hands dirty
- Experience working in an international context



- Service-orientated, great communicator with excellent interpersonal skills

Kindly note that applicants must have the right to work in the EU prior to applying for the position.

We are proud of the diversity at THNK and continually seek diverse perspectives to enrich our team. We are committed to being an equal opportunity employer and encourage everyone to apply.

If this sounds like you, please email hr@thnk.org with your resume and a short cover letter in PDF format.

Deadline for the application: March 11th 2022