

TEAM ASSISTANT

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 three of our Leadership Team members in their day-to-day work, we’re looking for a Team Assistant.

As Team Assistant you anticipate on their needs and never miss a detail. You manage appointments, prepare documents and make sure that the THNK home is always tidy.

RESPONSIBILITIES:

- Manage external client meetings and appointments
- Support partners with creating and coordinating detailed travel arrangements and itineraries
- Coordinate and arrange meetings, organize venues and make bookings
- Prepare expense reports
- Liaise with Program Managers and Finance to align about travel arrangements, expense reports and bookings
- During working days, make sure the THNK home is tidy
- Work closely with the Executive Assistant/Office Manager and Event Manager

WHO ARE WE LOOKING FOR:

- 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
- Fluent communication skills in 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
- Service-orientated, great communicator with excellent interpersonal skills
- The position requires working from the office for most of the time
- Available for 25 – 30 hours a week distributed over 5 days

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