

EMPLOYMENT OPPORTUNITY

Executive Assistant to the President Office,
Energy Foundation China

EFC OVERALL INTRODUCTION

Energy Foundation China, established in Beijing in 1999, is a grantmaking charity organization dedicated to China's sustainable energy development. It is registered under the Ministry of Civil Affairs as Energy Foundation Beijing Representative office and supervised by the National Development and Reform Commission of China. It is a part of the Energy Foundation, which is based in San Francisco, California, U.S.A.

Energy Foundation China, previously known as China Sustainable Energy Program, was initiated with funding from the Packard foundation in 1999 and the Hewlett foundations in 2001. Over the years, our pool of funders has been growing and our cumulative grantmaking in China has reached more than USD200 million.

Our mission is to assist in China's transition to a sustainable energy future by promoting energy efficiency and renewable energy. We support policy research, standard development, capacity building, and best practices dissemination in the eight sectors of buildings, electric utilities, environmental management, industry, low-carbon development, renewable energy, sustainable cities and transportation.

Energy Foundation China has worked with more than 440 grantees. These grantees are the leading policy research institutes, academies, think tanks, and standardization bodies in China and abroad. The number of projects we have funded has reached 1560.

Energy Foundation China

Job Description

Job Title: Executive Assistant to the President Office

Location: Beijing, China

Reports To: COO

SUMMARY:

Reporting to COO, the Executive Assistant provides executive support in one-on-one working relationships with the president and certain other members of the president's office. S/he serves as a point of contact for internal and external constituencies on matters pertaining to the Office of the President. The Executive Assistant organizes and coordinates internal and external outreach and communication, and performs special projects as assigned. S/he must be creative and enjoy working within a small, mission- and results-driven team. The Executive Assistant must exercise good judgment in a variety of situations; have strong written and verbal communication, administrative, and organizational skills; and the ability to maintain a realistic balance among multiple priorities. S/he will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Executive Support:

- Work closely with the members of President Office and assigned staff to keep each well informed of upcoming commitments and responsibilities, following up appropriately.

- Manage an active calendar of appointments. Schedule meetings, calls, and video conferences for the President Office as needed. Act as gatekeeper and time protector for the President Office.
- Arrange complex and detailed travel plans, itineraries, and accommodations, ensuring all logistics are covered for the President Office; including compiling documents for travel-related meetings.
- Research, prioritize, and follow-up on issues and concerns addressed to the President Office, including those of a sensitive or confidential nature.
- Provide a bridge for smooth communication between the President's office and the organization, demonstrating leadership to maintain credibility, trust and support with all staff.
- Manage deliverables with a hands-on approach, including drafting or editing correspondence, and other tasks that facilitate the smooth operation of the president's office.
- Manage contacts information, expenses report for the President Office.
- Schedule local management team meetings and other team meetings led by the President Office.

2. External Relations:

- Point person for the President Office with government sectors such as NDRC and MOCA.
- Point person for the President Office with stakeholders.
- Coordinate annual inspection required by MOCA, including document preparation and communications.
- Funders' trip scheduling and logistic arrangement.
- Point person for projects as necessary.

3. Other related duties as assigned, for example:

- Help organize conferences, preparing relevant meeting materials, inviting participants and providing logistics support.
- Back up other members in the operations team as needed.

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Bachelor's degree in a relevant field, plus five years work experience or equivalent combination of education and experience.
- Strong work tenure: five or more years of experience supporting C-Level Executives, preferably in a non-profit organization.
- Proficiency with Microsoft Office programs ideally in a Mac environment, especially Word, PowerPoint, Excel and experience using database software preferred.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, government officials, external partners and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.

- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

SUCCESS FACTORS:

- Work well independently and as a team member
- Good sense of humor and positive attitude
- Excellent interpersonal skills
- Demonstrated interest in the mission of EFC

WORK ENVIRONMENT:

Occasional travel is required.

The Energy Foundation China provides a comprehensive benefits package, including competitive salary and generous vacation.

Please email a cover letter and resume, subject line "EA application", by September 20, 2015 to jobs@efchina.org. No phone calls, please.