



## Assistant GRI LATAM Network

**Start Date:** A.S.A.P., 40 hrs p/w.

**Salary:** **70,824,000.00 COP** gross per year on full time basis

**Location:** Bogota, Colombia

**Contract:** 1 year initially – extension by mutual consent

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### Position summary and job purpose

The Assistant will perform a wide range of tasks in support of the Regional Network LATAM, functioning as an assistant enhancing capacity for the Director and the team in a pro-active way in activities related to relationship management, communication, planning and monitoring of calendar, travel and events. S/he will provide all the requisite administrative support for the GRI Projects & initiatives that are being implemented in LATAM.

### Job responsibilities

Core responsibilities include, but are not limited to:

- Managing the commitments of the head of Regional Network LATAM- email management, correspondence, telephone, calendar
- Assist Senior Coordinator in documentation like preparing activity report of GRI Community and other GRI clients, project report, GRI LATAM newsletter, desktop research for e-update
- Managing the travel commitments of all GRI Staff - preparing background information, travel schedules incl. booking tickets, arranging accommodation, organizing travel related meetings, follow-up activities
- Support internal and external meetings, workshops, events in Colombia and abroad - setting up meetings, organizing venues, managing databases and logistics
- Liaising with accounts team to prepare Monthly Checklist and other financial reporting documents as and when required
- Structuring and following-up on internal administrative procedures; management of office files, documents and stock keeping
- Supporting in maintaining smooth communication in the network through dotmailer, e-invites and e-updates
- Supporting in organizing webinars and online meetings
- Maintaining and updating customer relationship management system (CRM database) for the Head and Senior Coordinator's related contacts. Complete management of database for GRI Latin America. Follow up with companies in Top 500 BSE list to get sustainability/CSR contacts
- Maintaining record & follow up on invoices, MOU/Agreement with member organizations & participants for GRI LATAM.
- Providing general logistical & administrative support related to expenses, reimbursements, travel reporting, for all the programs, workshops & initiatives of GRI Latin America.
- Assisting with preparation of speeches and/or presentations and other means of communications
- Assisting with GRI community, GRI Academy and other business related inquires at GRI.
- Desktop research on diverse aspects of Sustainability Reporting such as alignment of GRI Standards with Colombian laws
- Other duties as requested



## Key competencies / Requirements

- 2-3 years-experience in working in the field of CSR/Sustainability. Experience in event management, organizing & promotion of workshop, preparing reports, handling registrations, fees and other logistics will be preferred
- Ability to work independently and from own initiative
- Proven experience regarding organizational and time-management skills, attention to detail and accurate; ability to prioritize and multi-task
- Networker and information sharer; excellent communications and interpersonal skills
- High level fluency in written and spoken Spanish, Portuguese and English
- Representative appearance, sense of diplomacy, discreteness
- Advanced abilities to work with Microsoft Office programs ( Word, Excel and Power Point) and CRM
- Able to work in an international and multi-cultural setting

## About GRI

GRI (Global Reporting Initiative) is an independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this by creating a global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision-making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI uniquely contributes to the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labour organizations and other experts to develop the GRI Standards and promote their use by organizations worldwide. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

More than 10,000 organizations, including 78% the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 25 years ago. In addition, our standards are referenced explicitly in 238 policies of governments, regulators, and stock exchanges in 85 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

## How to apply

Interested candidates, eligible to live and work in Colombia, are invited to **submit their resume and letter of interest in English** to [apply@gri.recruitee.com](mailto:apply@gri.recruitee.com). The deadline to submit an application is **12.00 noon (CET), 18 September, 2023**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

Visitors' address: Barbara Strozilaan 101, 1083 HN, Amsterdam, The Netherlands

T: +31 (0)20 531 00 00 [www.globalreporting.org](http://www.globalreporting.org)

