

Forethix advises investors, Asset Managers, corporations and national and international policy makers on all aspects of sustainability: developing sustainability strategies, risks and opportunities assessment and management, reporting, driving CSR performance improvements and advising on socio-economic and environmental impacts. To continue another successful year and growth in service offerings with positive impact, we are now looking for a :

Corporate Administration Officer (H/F)

Sous référence : CAO 20181121-002

The main duties of this position involve the preparation of administration activities that have been requested by the clients and also to ensure that all of the tasks and processes undertaken are done so within the company's procedure guidelines.

RESPONSABILITIES

- Lead corporate administration: Communication, HR and Training
- Assist Internal documentation, framework and templates industrialization
- support high quality operating standards and procedures
- Support Corporate Identity and Solution marketing implementation
- Divers executive secretarial and administrative tasks

REQUIREMENTS

- A minimum of 5 years relevant Executive assistance
- Mastering excellent leadership and communication skills (written and oral) in French, English
- Autonomous with a strong team player mindset
- Problem solving and client satisfaction oriented
- Ability to handle multiple tasks and work on precise timelines
- Good working knowledge of Microsoft Office Software

If you are as passionate about sustainability and are committed to always exceeding your clients' expectations combined with an ability to demonstrate your excellent team-working, communication, analytical and project management skills, then this could be a fantastic opportunity for you.

Send your application and resume to stephanie.deltenre@forethix.com

About Forethix

Forethix is a leading advisory firm, specialized in responsible investment and corporate responsibility. Our team of experts advises investment professionals & leaders to align financial performance and sustainability. We help investors, Asset Managers, corporations and national and international policy makers to integrate ESG factors into their Strategy, operational business model, measurement, monitoring and reporting systems, in compliance with international standards. We operate in Europe, MENA and Africa. Forethix is a GRI Certified Training Partner in Luxembourg and France, GRI Data Partners for Benelux Countries, Expert for CSR national Institute - INDR, LuxFLAG member as well as signatory of UNPRI Service Provider.