



secretariat@ourgssi.org

www.ourgssi.org

Global Sustainable Seafood Initiative (GSSI) is looking for an Operations Manager

GSSI is looking for an Operations Manager to set-up, support and coordinate operational matters, including planning, administration and event organisation, in order to ensure organizational effectiveness and efficiency.

GSSI is a partnership between some of the largest (seafood) companies globally, development agencies, FAO, and NGOs, working together towards more sustainable seafood through shared and non-competitive solutions. The GSSI partnership is supported by a small yet dedicated team having the ability to affect global change.

In September 2015, GSSI was incorporated as a foundation (Stichting) in the Netherlands and we are now seeking to hire an Operations Manager to join our team and help us grow the organization.

The ideal candidate is someone that is exceedingly well organized and enjoys the administrative challenges that are associated with a starting organization and supporting people. You are flexible and able to work independently in a dynamic team environment.

You will be working as a direct report to the GSSI Program Director.

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| Job title: | Operations Manager |
| Starting date: | As soon as possible |
| Time: | 0.7 – 1 (FTE) (depending on individual) |
| Salary: | Commensurate with experience |
| Workplace: | Haarlem, Netherlands. (Working from home by arrangement.) |
| Employee Status: | Freelance contractors will be considered. (Depending on individual) |
| Term of contract: | 1 year (with the intention of extension) |
| Travel: | This position offers occasional international travel. |

Core Job Functions

1. Office management

- a. Providing secretarial support including: logistical planning, outreach support, preparation and checking of reports and records, and assistance to the GSSI Program Director and other staff, as required.
- b. Responsibility for a reliable, timely and accurate administration. This includes support in issuing contracts, financial elements such as processing of invoices and payments, data entry, accountant liaison and document management.
- c. Further development and maintenance of a document and contact management system.

2. Support the benchmarking process

- a. Responsibility for administration of the benchmarking process by setting up conference calls and webinars with globally distributed participants.
- b. Provide support in the generation and finalization of Benchmark Reports (formatting, proof reading, seeking approval by authors).

3. Meeting support and Planning

- a. Planning and support for meetings and follow-up (online and in person), including the creation and dissemination of timely records.
- b. Plan, organize and follow-up of public and partner events and workshops as required. This includes arranging for suitable dates with globally distributed participants, pricing, equipment, food and drink in line with budgetary guidelines while delivering best value.
- c. Review the value for money from external purchasing of facilities and services

4. Support public communication activities

- a. Follow up daily news, prepare press reviews for the secretariat and file relevant publications.
- b. Update homepage and social media channels and distribute newsletters and e-updates as required.

Candidates will be assessed against these requirements:

- a. A relevant BSc degree or equivalent training and work experience
- b. Proven ability in administrative and organizational skills, including a well-structured way of working
- c. A high level of self-sufficiency, able to accurately resolve issues, within the scope of the task.
- d. Able to show evidence of having personally developed clear, simple and well-structured communication in English.
- e. Advanced skills in Microsoft Office and Adobe Pro.
- f. Experience with document management systems.
- g. Experience with project management disciplines.
- h. Experience with website content management systems.
- i. English as mother tongue or to a demonstrably high level of fluency. French and Spanish to professional level preferred but not essential.
- j. Experience with communication activities, press releases, newsletters etc., is preferred but not essential.

If you believe you can match the requirements and would like this job, send your CV with a letter of motivation and relevant references to secretariat@ourgssi.org latest by the 07.04.2016