

SEEK Development GmbH

SEEK DEVELOPMENT We are SEEKers of a sustainable world in which everyone, everywhere can realize their full potential.

Chief of Staff / Referent*in der Geschäftsführung (D/F/M)

City: Berlin; Starting Date: At the earliest possible; Remuneration: starting from 55.000 euro gross

Working field

ABOUT YOUR ROLE

As Chief of Staff/ Referent*in der Geschäftsführung (D/F/M) you will support our Managing Director in the strategic and operational leadership of the growing organization. You will maximize her productivity through effective organizational, stakeholder and project management, and lead the preparation for important meetings and strategic decisions of SEEK's leadership team. You think ahead, anticipate tasks, and manage with ownership, flexibility and foresight. Your responsibilities include:

Strategic and leadership support

- Prepare strategic decision-making through research, analysis and stakeholder engagement to provide insights and recommendations.
- Develop synthesis documents (presentations, memos)
- Act as a sounding board and advisor to the Managing Director

Coordination, Communication and Liaison:

- Act as liaison between the executive and internal/external stakeholders
- Manage the calendar and travel for MD
- Prepare, attend and follow-up meetings of the MD in a fast-paced, international environment. Create briefings, meeting presentations and notes
- Facilitate effective communication within SEEK, clients and with external partners, including the processing/drafting of daily correspondence, talking points and reports for the Managing Director

Project management and staffing

- Manage staff deployment process, tools and weekly planning & decision-making
- Lead special projects or initiatives on behalf of the MD

Requirements

ABOUT YOU

- Bachelor's or Master's degree in a relevant field
- At least 4 years of relevant work experience, ideally in a similar role, in the consulting or international development space
- Excellent project management, planning and organizational abilities

- Capacity to build relationships with a diverse set of individuals and organizations
- Strong analytical, synthesis and writing skills
- Structured and efficient approach; distinct self-management with the ability to prioritize
- Positive, solution-oriented work style, high personal resilience; excelling in a fast-paced environment
- Excellent command of MS Word (Excel/Powerpoint), project & staff planning/management tools
- Fluency in English and German language (oral and written)

What We Offer

- Rewarding work in an international consulting environment
- Direct collaboration with SEEK's Managing Director and exposure across all aspects of running a social impact firm
- A collaborative workplace with an agile, fast-moving and flexible environment
- Hybrid working (min 50% office presence required)
- Attractive mobility benefits, well-being and personal learning benefits
- Company-sponsored Pension Fund with 25% company contribution

APPLICATION DEADLINE + START DATE

Seniority: this is a mid- level professional role

Salary: starting from ~55.000€/ year

Location: Berlin

Start date: ASAP

WORK WITH US!

Are you passionate about social impact?

Ready to shape the world of global health and development?

Eager to develop your potential in a dynamic, purpose-driven consulting firm?

ABOUT SEEK DEVELOPMENT

SEEK is a consulting group that supports its leading organizations with a social impact mission to be a force for global human development, focusing on global health, climate adaptation, education, and gender. SEEK's portfolio of services includes strategy and policy development, organisational effectiveness, development finance, resource mobilisation and strategic advocacy.

At SEEK, we offer a fast-paced, stimulating and international work environment. Our company is growing, and each person on our team grows with us in our mission to make positive and lasting contributions to human development, globally.

To understand how working with us helps achieve better development results, see examples of some of our projects at <https://www.seekdevelopment.org/>.

HOW YOU CAN GROW WITH US

Our people come from all over the world united by the passion to drive positive change. We identify brilliant talent, develop their skills, and create an environment that nurtures their growth as leaders. Our growing Berlin-based team covers various academic backgrounds, diverse thematic expertise and strong problem-solving skills, combined with commitment, entrepreneurial spirit and curiosity.

With us, you will assume responsibility from your first day on the job and gain insights across all areas of our work, supported by ongoing feedback and training.

DIVERSITY STATEMENT

As an equal opportunity employer, SEEK is committed to a diverse, inclusive and healthy work environment. We welcome applications from all qualified candidates regardless of ethnicity, color, religion, gender, sexual orientation, age, citizenship, marital status, disability or gender identity.

Application

Please apply via our application tool Personio on our website

<https://seek-development.jobs.personio.de/job/1682967?language=de&display=en>

More information at <https://stellenticket.de/186742/>

Offer visible until 10/10/24

