

## Operations Excellence Coordinator (hybrid, ≥70% [m/f/d])

### **Purpose of the Position**

The Operations Excellence Coordinator (≥70%) works closely with the Foundation Director and plays a central role in keeping EiiF's daily operations running smoothly. The position combines structured administrative responsibilities with the freedom to organise and prioritise work independently.

The role is defined by recurring monthly tasks as well as occasional larger projects such as the preparation of onsite meetings or the annual General Assembly. It is ideally suited to someone highly organized who enjoys multitasking and appreciates working in a small, focused team built on trust, responsibility, and mutual respect.

### **Main Responsibilities**

#### **Administration & Finance (Core Focus)** [60%]

- Backoffice management
- Database and membership administration
- Bookkeeping and financial records
- Invoicing, payment follow-up, and financial administration

#### **TIPCHECK Programme Administration** [15%]

- Correspondence with certified TIPCHECK Experts
- Management of registrations, licences, certificates, and access to EiiF tools
- Administrative support for TIPCHECK audits, trainings, and workshops
- Support to the Foundation Director and Technical Director in TIPCHECK-related activities

#### **Meetings & Occasional Events (Project-Based)** [10%]

- Coordination and administrative support for online meetings and Teams sessions
- Administrative support for occasional onsite meetings or events and exhibitions
- Preparation and coordination support for the annual General Assembly

#### **Communication & Digital Presence** [10%]

- Correspondence with foundation and association members
- Website content management
- Coordination of social media activities

#### **Executive Support** [5%]

- Support the Foundation Director (meeting preparation, minutes, research, presentations)

## **Your Profile**

- University degree or equivalent professional qualification
- Minimum 2 years of experience in a multi-tasking administrative or operational environment
- Strong ability to organise, prioritise, and execute a mix of recurring administrative tasks and smaller to larger projects
- Excellent written and verbal communication skills in English and French (German is an advantage)
- Very comfortable working with Microsoft Office programmes and quick to adopt new software tools

## **Who Will Thrive in This Role**

This role is ideal for you if you:

- Appreciate working in a small, focused international team built on respect, trust, and responsibility, with a high level of autonomy where everyone's contribution counts
- Enjoy multitasking and keeping many smaller tasks moving smoothly in parallel
- Like to structure and organise your own work in a self-driven and efficient way
- Feel comfortable with recurring administrative and financial tasks that follow a monthly rhythm
- Have a strong learning-by-doing mindset for tasks and challenges addressed for the first time
- Communicate confidently in writing and feel at ease working primarily via email and Teams
- Value flexibility over rigid working hours and enjoy the freedom of being rewarded by results rather than time spent at the desk

## **Who May Not Feel Comfortable**

This role may be less suitable if you:

- Strongly prefer large teams with frequent in-person interaction and shared routines
- Need close supervision or a very tightly predefined daily structure
- Thrive mainly in larger office environments with frequent phone-based communication
- Find it challenging to adapt quickly to shifting priorities due to spontaneous opportunities or short-notice requests

## **What We Offer**

- A highly valued role in a well-respected and established international, non-profit organisation
- A high degree of autonomy, trust, and personal responsibility in daily work
- An environment characterised by professional passion, curiosity, and respectful collaboration, with a working culture driven by the conviction that the best idea should always win - regardless of who had it
- The opportunity to actively shape and develop the role over time, offering room to grow, learn, and continuously improve both your role and the way the team works together
- Meaningful work contributing to improved energy efficiency and sustainability in industry
- Flexible working hours and home-office options

## **Application**

Please send your CV and a short motivation letter by email to [info@eiif.org](mailto:info@eiif.org)

Application deadline: end of February