

## Executive Assistant

Suyana Foundation is a private non-profit, politically independent, and denominationally neutral organisation established in 2003 in Switzerland. Our vision is to empower people and rural communities sustainably. In Bolivia and Peru, we achieve this through implementing our own integrative local program. In Switzerland as well as in selected focus countries, we cooperate with partners for specific projects.

To support our strategic growth ambition, we are looking for a dynamic, passionate, and proficient **Executive Assistant to the CEO and Board** (preferably 100%) with 3+ years of experience. In this role, you will be responsible for providing high-level comprehensive administrative and executive support and assistance.

The ideal candidate is proactive and diligent, with a warm and engaging presence and exceptional communication skills. Flexibility, consistency and maintaining confidentiality are crucial in this dynamic role. This position is based in our headquarters in the centre of Zug, Switzerland, reporting to the CEO.

### Key Responsibilities:

- Provide full administrative support at a senior level to the CEO and Board, acting as first point of contact and coordination.
- Coordinate and document Board meetings, including scheduling, drafting agendas managing logistics, preparing and distributing presentation materials, writing meeting minutes, and ensuring follow-up actions are completed.
- Offer administrative, organizational, and content-related support in Good Governance/Best Practices, including assisting in drafting, amending and implementing foundation corporate documents, monitoring follow-up actions and securing compliance with applicable rules and regulations set in by-laws regarding Board matters.
- Plan and orchestrate work schedules and travel logistics to ensure that board members priorities are met, organizational goals are achieved, and best practices are upheld.
- Facilitate communication by liaising internally with CEO, Board, employees and externally with the different stakeholders on various projects and tasks.
- Maintain and refine internal processes, coordinate resources effectively, and manage data and filing systems efficiently.
- Perform any other duties as required by the CEO and Board to support organisational goals and objective.

### Skills and Qualifications:

- Committed to work for a social purpose organisation and strong alignment with Suyana's values.
- Proven experience 3+ years in an administrative role reporting to senior management.
- Bachelor's degree in business administration, communication, or equivalent education qualification. PA diploma or certification is a plus.
- Proactive, communicative, and reliable personality with a high level of autonomy, hands-on and a strong problem-solving attitude.
- Strong organizational, time-management, perseverance and multitasking skills.
- Independent and structured way of working.
- Fluent in written and spoken English and Spanish, German is an asset.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion and professionalism.
- Proficiency with MS-Office and office productivity tools.
- Swiss/EU passport or valid Swiss work permit.

**What Suyana offers:**

In our exciting expansion phase, we offer a creative space for your ideas and impact. An open atmosphere for discussions, a high level of responsibility, and attractive working conditions are essential elements of our corporate culture. You can expect a highly motivated, diverse team of experts from various fields and a position with long-term development potential.

Join our mission in empowering people and communities sustainably and become part of our team! We look forward to receiving your complete application (CV, cover letter, certificates) in English by email to [hr-schweiz@suyana.ch](mailto:hr-schweiz@suyana.ch).