



<b>Job Title</b>	<b>Management Assistant</b> at a dynamic international organization working to draw on the power of the private sector to address the global nutrition crisis.
<b>Work Location</b>	Utrecht, The Netherlands. Currently, the ATNI team is working partly from the office and partly remotely.

### Organization and overall purpose

The Access to Nutrition Initiative is an independent, not-for-profit organization based in the Netherlands since 2013. We publish consistent, standardized analysis and commentary on food and beverage manufacturers' efforts to improve consumers' access to nutritious foods and beverages, both globally and in Spotlight countries.

Every country in the world is affected by malnutrition with 88% of countries facing overlapping burdens. Globally one in three people are either undernourished, overweight or obese. Over the last 35 years, obesity has more than doubled and has now reached epidemic proportions. Over the next 10 years, undernutrition is also set to continue to increase in some countries.

Our vision is a world where:

- No one goes to bed hungry.
- Everyone eats a healthy, affordable diet that has the nutrients they need to grow and develop fully.
- Deaths and illnesses from diets low in essential vitamins and minerals are confined to history.

Our aim is to drive change by tracking and driving the food industry's attempts to tackle obesity, diet-related chronic diseases and undernutrition at the local and global levels. We design and deliver a range of private sector accountability tools, using our own research, experience and the knowledge of our growing global stakeholder network. Every action we take is intended to encourage businesses to do more to achieve good health through improved diets and nutrition.

We pride ourselves on being innovative and collaborative and are increasingly working on new accountability tools and embarking on other bespoke research, establishing new partnerships with investors, not-for-profits and foundations.

For more information on ATNI, please visit our website [www.accesstonutrition.org](http://www.accesstonutrition.org).

### Our work and the role as Management Assistant

ATNI publishes the Global Index, country Spotlight Indexes and other tools and initiatives. ATNI's products provide companies with a tool to benchmark their performance on nutrition against others in their sector and provide stakeholders with impartial objective, consistent, in-depth information on companies' contributions to improving nutrition. The aim of ATNI is to encourage companies both to increase the number of healthier products and access to them, and also to responsibly exercise their influence on consumers' choice and behavior.

The first Global Index, assessing the largest global food & beverage manufacturers worldwide, was launched in 2013 and subsequent Global Indexes in 2016 and 2018. They gained a positive response from stakeholders, including food and beverage manufacturers, NGOs and investors. The Global Index is published approximately every two years. In July 2021, the fourth Global Index was launched. In addition, ATNI publishes country Indexes and tools (Spotlight Indexes) for individual countries that aim to provide a strong evidence base for local dialogue and action. The first India Spotlight Index assessing India's largest food and beverage manufacturers was published in 2016 and the second in 2020. Similarly, the first U.S. Spotlight Index focusing on the United States was published in 2018 and the second will be published this year (2022). Other projects being conducted by ATNI and its implementing partners can be found on the [Projects section of the website](#). ATNI has an active [Twitter account](#) and is boosting its presence on [LinkedIn](#).

The Management Assistant will be part of a dynamic international organization, with a growing team based in Utrecht, the Netherlands. You will report directly to the Executive Director and support the Management Team and the ATNI Board.

The successful candidate needs to have several years of experience in a similar position and be comfortable working in a high-paced environment with frequently changing/evolving tasks and goals. Outstanding attention to detail and excellent communication skills are as critical as building effective relationships with other team members.

## **Duties and responsibilities**

### **Calendar management**

- Proactive calendar management, handling a busy schedule for the Executive Director and Management Team, including international travel.

### **Executive support to Executive Director, Board and team**

- Assistant to the Executive Director and support of the Management Team
- Develop presentation materials for board meetings etc. (MS PowerPoint).
- Write detailed notes and other records for key meetings.
- Build spreadsheets and workbooks (MS Excel) where required.
- Organize team meetings and events.
- Ensure that telephone messages, emails and written correspondence are reviewed daily and that urgent requests are prioritized and dealt with appropriately.
- Prepare the expense reports of the Executive Director; collate and file expenses, invoices and credit card statements and receipts.

### **Administrative/Logistical support –**

- Arrange, test and configure all audiovisual (AV) and technical equipment needed for key meetings before the meeting starts; ensure that the meeting rooms are ready for meetings

### **Office management/HR support**

- Order office supplies, reservation of meeting rooms, incoming/outgoing mail etc.
- Act as a first point of contact for ATNI.
- Communicate with external parties, i.e. landlord, funders, suppliers, etc. Maintenance and updating of team's document/filing system.
- Manage office and HR policies (e.g. Code of Conduct & Ethics policy, Procurement guide, Conflict of Interest policy), procedures and contracts.
- Prepare staff contracts, keep track of staff holiday planning, sick leave (using online system).
- Assist in rolling out and organizing recruitment processes.

### **Travel management**

- Schedule, book and arrange travel for the team within budget guidelines.
- Assist in monitoring and tracking expenditure on travel, ensuring that travel requests and spending are in line with budgeted forecasts as shared with the finance administrator.
- Ensure that travel details are accurately recorded in the team calendars

## Job requirements

### Education and experience:

- Relevant education and >4 years relevant proven experience in management support in an international professional environment is essential.

### Qualifications and skills:

- Eligible to work for an employer in the Netherlands.
- Excellent command of all MS Office software and systems.
- Demonstrable experience supporting executives in a fast-paced environment.
- Self-starter with a proven ability to produce quality work while maintaining a balance among multiple priorities.
- Proven time-management and planning skills.
- Strong attention to detail.
- Ability to handle confidential matters with discretion.
- Ability to travel a few times a year
- Positive and proactive attitude, great problem-solving skills and ability to get on well with many types of people.
- Strong written and verbal communication in English. Knowledge of Dutch is a plus.

Applicants must be eligible to work in the EU. Please note that ATNI is not able to sponsor working visas.

### Application process:

- Please submit your application as soon as possible. Applications are accepted on a rolling basis until the position is filled.
- How to apply: Send a **cover letter** and a **max 2-page CV** to Program Manager Efi Chatzinikolaou [Efi.chatzinikolaou@accessnutrition.org](mailto:Efi.chatzinikolaou@accessnutrition.org)
- Interviews will be conducted over Zoom , Microsoft Teams as well as in person.