

Executive Assistant to the CEO, Brazil

Powering the team transforming the Brazilian food system

The Good Food Institute (GFI) is at the forefront of the movement to use food technology and markets to solve some of the world's biggest problems, from climate change and global hunger to antibiotic resistance and the exploitation of billions of animals annually.

How You Will Make a Difference

GFI Brazil's Executive Assistant works directly with the CEO to provide administrative support, manage schedules and email, and complete special projects. The Executive Assistant will be responsible for the following:

- Managing and supporting the CEO's work by maintaining and tracking the schedule, booking all travel arrangements, scheduling and confirming meetings, managing his calendar, email and completing expense reports.
- Assisting with high-level meetings, analyzing and reviewing documents and proposals, taking notes, and engaging in other day-to-day organizational activities.
- Assisting with CRM (Sales Force and ASANA*) maintenance and data entry, such as registering the CEO's meetings in the system. *No need to have previous knowledge about this systems.
- Initiating, managing, and completing projects assigned by the CEO that may involve convening groups of staff, consultants, and others; collecting and analyzing data; carrying out research; and presenting data.
- Engaging in substantive conversation with diverse GFI connections on behalf of the CEO.
- Drafting letters and correspondence, presentations, and general information on behalf of the CEO.
- Managing general inquiries to the email "gfibr@gfi.org" account.
- Supporting GFI's staff retreat planning efforts and general work-related traveling.
- Performing other duties assigned by the CEO.

Who We're Looking For

The Executive Assistant must have:

- A bachelor's degree.
- A minimum of five years' work experience in a related field.
- Excellent written and verbal communication skills.
- A high degree of organization and efficiency.
- Ability to lead special projects assigned by the CEO.
- Self-motivation.
- The ability to work well independently and under pressure, manage multiple projects simultaneously, and meet deadlines.
- A friendly, upbeat, customer service-oriented personality.
- Support for GFI's philosophy and ability to advocate professionally for GFI's positions.
- Advanced English, written and speaking skills.
- Proficiency in document creation tools (gmail, spreadsheets, presentations).

We want the best people and don't want biases to hold us back. We strongly encourage people of every color, orientation, gender, origin, and ability to apply. Because we value a diverse workplace, we prioritize an inclusive climate absent of discrimination and harassment both during the application process and after you join the team.

Who is our CEO?

[Linkedin Profile.](#)

[Profile by ECOA UOL.](#)

[TEDx Talk.](#)

[Lista GQ: 25 nomes que podem salvar o mundo.](#)

The Fine Print

- **Terms of employment:** Full-time, CLT
- **Reports to:** CEO, Brazil
- **Location:** Remote
- **Compensation:** market-aligned compensation depending on seniority level
- **Benefits:**
 - Medical insurance

- Dental Insurance
- Group life insurance
- A flexible benefit to use in restaurants or grocery (Swile)
- Nursery Assistance
- Extended maternity and paternity leave
- Internet and mobile reimbursement
- electricity bill reimbursement
- **Other**
 - Computer (GFI asset)
 - Ergonomics kit
 - Birthday Off
 - Association with Gympass
 - Grammarly
 - New employees gift for plant-based products.
 - Christmas gift for plant-based products.
 - Remote work (Home Office)

Recruitment process instructions:

To participate in the process please fill this form ([link](#)). The application form has fields for filling in personal data and uploading your CV.

Getting ready for it:

The recruitment process has 3 phases. All the process happens online. There is no phase that the candidate must be in person, if required we will let you know in advance.

Phase 1: fill the form above with your personal details and upload your CV.

Phase 2: the candidates approved in phase 1 will be invited to fill a Timed Project. The HR will call to invite you to participate in this phase, if you agree, the instructions will be send by email. This project must be completed in 48 hours and you can choose the best time for you to receive it.

Phase 3: the candidates approved in phase 2 will be invited to an interview of 1:30 hour duration.