



Position: Senior HR and Office Manager
Contract: Fixed term (2 years with possibility for extension)
Location: Brussels or Lisbon (Hybrid Working Arrangement: 3 day per week min in office)
Responsible to: CEO

Deadline for applications: 21 May 2025

The Global Renewables Alliance (GRA) was established at COP27, as an umbrella organization of 6 other well-known renewable energy associations, the Global Wind Energy Council, the Global Solar Council, the International Hydropower Association, the Green Hydrogen Organisation, the Long Duration Energy Storage Council, and the International Geothermal Association to speak with a unified voice on accelerating the energy transition.

The GRA was the driving force behind the combined renewable energy intervention at COP28 in Dubai, marking the largest private sector renewable energy intervention to date. We are committed to a future powered by clean, secure, and just energy—renewables. GRA campaigns for growth in renewables, including at high profile events including New York Climate Week and COP with its Double Down, Triple Up - 3X Renewables campaign. We work in close partnership with governments, industry leaders, investors, NGOs, multilateral organisations, and corporations to accelerate the energy transition at the speed and scale the world needs.

GRA is unique as an industry association in its active engagement in policy advocacy. To support that advocacy, we undertake a variety of projects that range from workshops to white papers, case studies on best practice, among many other activities. We often engage external parties who are associations, member companies, government bodies, embassies, multi-laterals, export credit agencies, NGOs, and others to build understanding of the issues facing the renewables industry and find solutions, all within a greater umbrella of the Energy Transition and decarbonization.

Job Description

We are seeking a highly organized and proactive Senior HR and Office Manager to join our dynamic and growing team. The successful candidate will be responsible for all recruitment, onboarding and retention, whilst also overseeing the daily operations of our office, ensuring efficiency and productivity, and assisting the CEO. Additionally, you will play a critical role supporting our mission to promote renewable energy initiatives globally.

Key Responsibilities

- Human Resources:

- Manage the full recruitment process, including job postings, CV screening, and interviews. Collaborate with team managers during the process to ensure a smooth and efficient hiring process aligned with organisational needs.
 - Oversee the onboarding process to ensure new hires have a smooth and welcome onboarding to GRA team. Manage offboarding process professionally and smoothly, ensuring handover for team is done efficiently.
 - Develop and implement initiatives to promote employee engagement and support long-term retention, including regular feedback mechanisms and career development support.
 - Identify training needs across the team and support staff development through both internal and external training opportunities.
 - Plan and coordinate team-building activities and staff engagement initiatives that promote teamwork, collaboration, communication, and a positive work environment.
 - Maintain accurate and up-to-date employee records through the HR folders and HR systems in place.
 - Act as a key point of contact for staff on HR-related inquiries, offering clear guidance on policies, procedures, and employee queries.
- Office Management :
 - Oversee the daily administrative operations of the offices
 - Maintain office supplies and equipment, ensuring everything is in good working order.
 - Develop and update database of contacts, and managing shared online folders
 - Coordinate team meetings, team building, training and support on travel arrangements.
 - Executive Assistant – for CEO:
 - Providing administrative assistance, such as writing and editing emails, drafting memos, speaking notes and preparing communications.
 - Managing calendar, including scheduling appointments and prioritising sensitive matters.
 - Prepare and attend meetings with CEO: agendas, invites, logistics, advise on content and take notes.
 - Build and maintain relationships with key stakeholders.

Qualifications and experience

- 5+ years in HR and Office management - ideally in a small international organisation
- Excellent organisational, communication, problem solving and analytical skills
- A self-starter who can work with limited oversight
- Bachelor's degree in Administration, Management, or a related field.
- Eye for detail and strict confidentiality.
- Proficiency in Microsoft Office Suite and office management software.
- Strong communication and interpersonal skills, with the ability to support staff across various HR-related inquiries.
- Previous experience in working closely with senior management, providing HR support and guidance.
- Strong organisational skills, with the capacity to manage multiple processes efficiently.
- Fluent in English, a second language a plus
- Knowledge of, and interest in, the renewable energy industry is a plus.
- Rights to work and travel in Europe a plus

Compensation and Benefits

GRAs competitive benefits and a salary commensurate with your experience.

The job is a contract position for two years with possibility for extension.

To apply, please send your CV and cover letter to Vanda Marques < opportunities@gwec.net > quoting the job title in the email subject. Failing to do so will result in your application being delayed or rejected.

We regret to inform that only shortlisted candidates will be notified.

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