

The international developer of social and strategic simulations and serious games in the area of climate change and sustainability is looking for a candidate for a post of

## ORGANIZATIONAL ASSISTANT WITH FLUENT ENGLISH

LOCATION: WROCŁAW

The **Centre For Systems Solutions** (CRS) is an international organization established in 2005 with an aim to develop and apply innovative methods and system tools and technologies, including digital multiplayer games, board games and role-playing simulations. They are used to support research, education, and policy experimentation in the area of sustainability.

### THE ROLE

As a master of office management, you will be tasked with a wide array of responsibilities that keep our office going. Systematizing and organizing must be "your thing." An eye for detail and patience would be required, as somewhere between playing board games and practicing forehands, you may be assigned more tedious and repetitive tasks. Your daily duties will embrace contacts with national and foreign clients, thus written and verbal communication in English is a must.

Sounds interesting to you?

Learn more and join us.

### KEY RESPONSIBILITIES

- Office management (office work and purchases, planning trips, buying tickets, answering telephones, maintaining office equipment...)
- Administrative support for employees
- Communication with clients, partners, suppliers and contractors
- Meetings and workshops organization (preparing equipment and software, delivering materials, preparing reports and materials after the workshops)
- Administration of internal systems (Teamwork, Google Drive)

#### Additional tasks would include:

- Support for marketing and sales activities (gathering, assembling and managing materials to be used across multiple channels (e.g. websites, social media, portals, newsletters, CRM etc.) and uploading content across those channels)

### KEY REQUIREMENTS/EXPERIENCE

- 1,5-2 years of administrative experience
- Fluency in Polish and English (C1 level is a must)
- Excellent verbal and written communication skills
- Strong attention to details and organization skills
- Work management and prioritizing skills
- Practical knowledge of MS Office (Excel, Word, PowerPoint)
- Accuracy, flexibility, conscientiousness, self-managing, responsibility - these are not clichés - we are really paying attention to these

### NICE TO HAVE

- First work experience in marketing
- Knowledge of and experience in the area of sustainable development
- Experience in working for the benefit of society and the environment
- Another foreign language

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### WE OFFER

- Employment contract
- International and inspiring working environment
- Flexible work time (40 hours per week)
- Decent salary based on track record and qualifications
- Friendly work atmosphere
- Involvement in international projects where simulation games are used for business, science and the environment

**If you have the qualifications described above and would like to apply for the position, please send your application (CV and cover letter) in English via Aplikuj. Please, mind that we reserve the right to reply only to the selected candidates. Applications without a cover letter will not be considered.**

Please send your CV and cover letters to: [rekrutacja@crs.org.pl](mailto:rekrutacja@crs.org.pl) (entitling the email "Sustainability Expert"). Don't forget to enclose the following annotation: *"I agree to the processing of my personal data by the Centre for Systems Solutions Association for recruitment for the post of Organizational Assistant in accordance with Art. 6(1)(a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)"*

In order to ensure compliance with the GDPR, we would like to inform you that we intend to store your personal data on the G Suite platform owned by Google LLC. The data will be stored on a server located in the USA. To dispel your doubts, we would like to assure that your data will be safe, as Google LLC joined the Privacy Shield program and provides the appropriate level of personal data protection required by European regulations.

In reference to this, please read the information below:

In accordance with art. 13 of the General Regulation on the Protection of Personal Data of 27 April 2016 (Official Journal of the European Union, L 119, 4 May 2016), we inform you that:

1. The administrator of your personal data is the Centre for Systems Solutions Association, based in Wroclaw 50-305, ul. Jaracza 80B/10, Poland;
2. Your personal data will be processed for the purposes of conducting correspondence pursuant to the Article 6(1)(a) of the General Data Protection Regulation of 27 April 2016;
3. Your personal data will be stored for the duration of this recruitment;
4. You have the right to access your data and the right to rectify, delete, limit processing, the right to withdraw consent and the right to move data;
5. You have the right to lodge a complaint with the supervisory body;
6. Providing personal data is voluntary but necessary to consider the offer as part of the recruitment process.

You can withdraw your consent at any time by sending an e-mail to [gdpr@crs.org.pl](mailto:gdpr@crs.org.pl)

We reserve the right to contact only selected persons.