

An international developer of social simulations and serious games
in the area of climate change and sustainability is looking for:

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 to support research, education, and policy experimentation in the area of sustainability.

THE ROLE

You'll be responsible for a number of tasks that keep our office going. Systematizing and organizing must be "your thing." Patience and an eye for detail are necessary because we often work in parallel on 10 and more projects and we need to keep all the pieces in order. Your daily duties include regular contacts with local and international partners as well as managing organizational aspects of game-based workshops in Poland and abroad. We expect confidence, proper articulation, and professionalism in speaking and excellent written communication skills. And we will never ask you to prepare coffee for others!

Sounds interesting to you?
Learn more and join us.

KEY REQUIREMENTS/EXPERIENCE

- Fluency in Polish and English (C1 level is a must)
- Bachelor's degree (or higher)
- Minimum of 2 years of experience in a similar position
- Excellent verbal and written communication skills
- Organization skills and close attention to detail
- Practical knowledge of MS Office (Excel, Word, PowerPoint) and Google Tools (Drive and Docs)
- Experience in online teleconferencing systems (Zoom, Skype, GoToMeeting, Webex, etc.)
- Hands-on experience with office equipment (e.g. PCs, scanners, printers)
- Ability to multitasking, switching between tasks quickly
- Accuracy, flexibility, conscientiousness, self-managing, responsibility - these are not just fancy words - we really value these traits

KEY RESPONSIBILITIES

- Assisting in daily tasks: calendar organizing, management of meetings, things-to-do and more
- Organizing business and private matters, travel arrangement, bookings (flights, cars, hotels)
- Translations (English)
- Office management (administrative and organizational tasks, purchasing, answering telephones, maintaining office equipment...)
- Communication with clients, partners, suppliers, and contractors
- Meeting and workshop organization (preparing equipment and software, organizing materials before and after workshops, managing reports)
- Support in running of the online workshops: sending invitations, reminders, basic technical support for participants, etc.
- Administration of internal systems (GQueues, Google Drive)

Additional tasks would include:

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

NICE TO HAVE

- 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
- Skills of and experience in moderating group meetings
- Another foreign language (especially Spanish)

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WE OFFER

- Employment contract
- International and inspirational working environment where simulation games are used in projects for business, science and the environment
- Full-time work (40 hours per week)
- Salary based on the track record and qualifications
- Friendly work atmosphere
- Benefits - health and life insurance

If you possess 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** (entitling the email "Organizational Assistant"). 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**

We reserve the right to contact only selected persons.

Please do not include data regarding the PESEL number, number and series of identity card or other document in the CV / cover letter.