Terms of Reference
Administrative Assistant (full-time, 100%)

Catalytic's mission is to accelerate the design and deployment of catalytic finance solutions for sustainable infrastructure. We identify and develop robust project pipelines and deploy technical assistance to support infrastructure projects to become more investible and impactful. Catalytic seeks to ensure positive social and environmental outcomes in addition to financial returns for impact investors, applying credible methodologies for the measurement and evaluation of impacts. In addition, Catalytic incubates and structures blended-finance funds aiming at scaling up and speeding up the implementation of urban infrastructure projects with positive climate impacts.

Catalytic is seeking an experienced **Administrative Assistant** for its corporate operations.

Reporting to the Head of Operations and working closely with other team members and Catalytic's service partners, the **Administrative Assistant** will support the Head of Operations in the day-to-day administration of the Foundation, ensuring the effective coordination of HR, office management, financial administration, and general operational activities.

Role & Responsibilities:

- **HR Administration:** Coordinate recruitment processes, including vacancy publications, application tracking, interview scheduling, and communication with candidates; Support employee onboarding and offboarding, maintain personnel records, manage leave and absence tracking, and coordinate Swiss HR administrative formalities, including work permits, AVS/AHV registration, social insurance, and withholding tax documentation.
- **Office Management:** Oversee daily office administration, supplies, equipment, maintenance, correspondence and general office logistics, ensuring a well-organised and efficient working environment for a team of 20 staff members.
- **Organisational Calendar:** Maintain and update shared calendars, including meetings, organisational events, key deadlines and staff absences; organise internal and external meetings, prepare agendas and documentation, coordinate logistics and follow up on action points.
- **Service Provider Management:** Liaise with external service providers, coordinate service requests, monitor contracts and renewals, and follow up on service delivery.
- **Invoice Management:** Receive, verify, register, and track supplier invoices, coordinate approvals and maintain accurate financial documentation.
- **Document Management:** Maintain administrative files, contracts, internal databases and organisational records.
- **Correspondence management:** Monitor incoming and outgoing correspondence and follow up on priorities.
- **General Operational Support:** Assist the Head of Operations and other teams with administrative tasks and contribute to improving internal procedures and workflows.

Profile:

- 3 to 5 years of experience in a similar function, ideally for entities with an international mandate
- A good understanding of Swiss regulatory and administrative requirements to foundations, with experience working for a Swiss foundation
- Knowledge of Swiss HR administrative procedures and relevant online platforms, including work permit applications, AVS/AHV social security registration, and withholding tax (impôt à la source) documentation and declarations.
- A strong commitment to a more sustainable world
- Team player, flexible and experienced in working in a multicultural environment
- Taking initiative and thinking out of the box to find solutions to challenges are needed on a daily basis.
- Strong skills with Microsoft Word, Excel, and PowerPoint
- Proficient in English and French at a writing and speaking level
- Good writing, drafting and editing skills

The working station will be Geneva.

Please send your CV and a Cover Letter to secretariat@catalyticfinance.org by 30 November 2026.