



Executive Assistant to the Global Manager

The PLEDGE on Food Waste seeks a people-focused, mission-driven, and creative professional passionate about global community. We are expanding our team, and this is a brand-new role suited for someone who takes initiative, solves problems creatively, and finds opportunities where others may not see them.

Responsibilities

Customer management (40%)

Be the contact between The PLEDGE and:

- Direct customers, to manage all the process from expression of interest to post-certification.
- Partners (Academics, Food Waste Solutions Providers, etc.)
- Support on customer relationship with calls, email and/or occasionally site visit. This could include proposing additional services.
- Keep up-to-date with the latest trends and market changes to explore new opportunities for business development (market research, trends & publication analysis, events, etc.).

Administration (60%)

- Prepare, send and follow up on invoices, payments, contracts, proposals, report, etc.
- Update of the CRM system on a daily basis
- Ensure the online compliance platform is up-to-date and always accessible.
- Helping in preparing presentation, support document, newsletters content to support The PLEDGE team
- Other duties upon request

Preferred Skills and Experience

- Excellent conduct of English (verbal and written)
- Eagerness to GROW
- Ability to work independently
- Bachelor's degree or Master's degree

Helping to achieve the UN SDGs since 2012



- Experience in project management, business development/sales, and customer relation management
- Hands-on/can do attitude, with ability to think outside the box
- Organized thinker, used to set goals and to develop and implement required action plans
- Experience in food waste, sustainability, hospitality or business dev is an advantage
- Truly interested and passionate in Sustainability and the Food Waste Issue



**You don't fit these requirements but feel it's for you?
send us a 3 min video explaining why YOU are the one.**

Position Details & Compensation

- A unique professional reference working with an esteemed organisation
- In-depth training on food waste issues and prevention
- Free access to our online course with Certificate of Proficiency in Food Waste Prevention provided
- Hands-on experience working directly with customers and associates on food waste prevention projects
- **30,000-40,000 THB** monthly stipend (negotiable)

Starting date: ASAP

**Working location: Nearby BTS Chong Nonsi, Sathorn
Bangkok, Thailand**

*The candidate needs to have his/her own laptop



Send us a cover letter AND your resume to

HP@lightblueconsulting.com

Only full applications will be assessed!