

Full time position – Administrative Assistant, Sustainable Finance **ICMA Paris Office**

This is an opportunity for an experienced professional to work in Paris as an Admin Assistant within ICMA's sustainable finance team and to be involved in a ground-breaking international market initiative in support of the green, social and sustainability bond markets and sustainable finance generally.

Reporting to the Director coordinating ICMA's work with the international market initiative supporting sustainable bond standards (the Green, Social, Sustainability and Sustainability-Linked Bond Principles) and overseeing ICMA's Paris office, the Administrative Assistant would undertake the following main tasks:

1. Working closely with the Paris team composed of 3 staff members, assisting in organising meetings, monitor distribution lists of the committees and working groups the staff is in charge of;
2. Managing the invoices received by the Paris office in liaison with the Finance department and ensure the proper functioning of the office overall, including the order of office supplies;
3. Assisting in the organisation of the ICMA events organised in Paris;
4. Providing other administrative and secretarial support to the Paris office as required

Experience and Qualifications

- Proven experience in an admin role for at least 8 years, ideally working for an international bank or a financial institution
- Excellent in office automation (Word, Excel, and PowerPoint)
- Bilingual French and English (oral and written)
- Organised, reliable and a fast learner
- Intellectual curiosity and agility
- Communication skills, diplomacy / interpersonal skills
- Intercultural experience
- Bachelor level degree or equivalent

Candidacies

Candidates should send a cover letter and CV to parisoffice@icmagroup.org by close on **January 13, 2023**.

Information about the hiring company

International Capital Market Association (ICMA)

ICMA is the trade association for the international capital market with over 570 member firms from more than 60 countries, including banks, issuers, asset managers, infrastructure providers and law firms. It performs a crucial central role in the market by providing industry-driven standards and recommendations for issuance, trading and settlement in international fixed income and related instruments. ICMA liaises closely with regulatory and governmental authorities, both at the national

and supranational level, to help to ensure that financial regulation promotes the efficiency and cost effectiveness of the capital market.

www.icmagroup.org

The Green Bond Principles (GBP), Social Bond Principles (SBP), Sustainability Bond Guidelines (SBG) and Sustainability-Linked Bond Principles (the “Principles”)

The green, social, sustainability and sustainability-linked bond market aims to enable and develop the key role debt markets can play in funding projects that contribute to environmental sustainability or/and socio-economic challenges globally. The Green Bond Principles, Social Bond Principles, Sustainability Bond Guidelines and Sustainability-Linked Bond Principles (the “Principles”) promote integrity in this market through guidelines that recommend transparency, disclosure and reporting.

www.icmagroup.org/green-social-and-sustainability-bonds