



Position overview

GND is an international sustainable finance advisory and technology service company. We are looking for an assistant people and culture manager. This is an excellent opportunity for motivated young persons aspiring to grow and gain practical experience in the areas of sustainable finance, industrial investments, and innovation management.

Principal duties and responsibilities

Working alongside Senior Managers and Chief Executives, a new member of the team will be involved in tasks related to:

- Assistance in organising and supervising all employee activities including talent strategy, hiring/onboarding process, team building, travels, transfers, promotions, etc.
- Developing the skills and effectiveness of team members through the appropriate training, coaching, and delegation in a detailed manner.
- Ensuring the people and culture related information (business decisions, activities, new programs) are communicated to employees accurately and consistently.
- Participation in regular meetings with company managers and business partners.

What do we expect from you

We expect you are familiar with the sustainable finance industry. You can be a perfect match for our team if you have:

- Ability and interest in developing others, strong interpersonal skills.
- Very good communication skills in English (speaking, listening, reading, and writing).
- Detailed oriented, good execution, follow up, organisational and problem-solving skills.
- Curiosity and willingness to learn.

What do we offer

We will support you in the process of your personal growth and development. Specifically, you will have:

- Hands-on practical experience in a growing international company.
- Flexible work schedule and full adaptability to personal needs.
- Dedicated mentor for personal growth and development.
- Bonus based on annual performance.
- Career progression opportunities.
- Health insurance package.

If you are interested in this opportunity, please send your resume in English to team@gndpartners.com