

# PA and Office Coordinator

## Job Advertisement

**Starting date:** 1st of March 2018

**Salary:** 60'000 to 65'000 CHF *depending on skills and experience*

**Location:** Geneva, Switzerland

**Closing date:** 23 February 2018

*Are you a strong communicator with excellent time management skills? Are you the person who remains calm in fast paced environments with competing and equally important priorities? Do you have what it takes to provide executive-level support, pay attention to crucial details and apply your interpersonal skills? If so, this opportunity may be for you. The purpose of this role is to support the CEO on administration, and on managing the governance and strategy processes.*

The Better Cotton Initiative (BCI) is a multi-stakeholder membership association set up to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. It owns the Better Cotton Standard System, a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently 1.5 million licensed BCI Farmers and over 1000 BCI Members from across the cotton sector working together to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton-producing areas. This role offers you the opportunity to join an enthusiastic and dynamic team that are making significant global changes. BCI is currently looking for a Personal Assistant (PA) / Office Coordinator for its office in Geneva.



Under the supervision of the CEO, you will provide support to the CEO and deliver a suite of day-to-day office administration services. The role will be diverse and involve regular interactions with global BCI staff as well as the Executive Team and Board Members. You will be exposed to high level discussions and have an insight on decision-making and strategy development. You will dedicate approximately 50% of your time to CEO support. The remaining 50% will be dedicated to Office Management including front of house duties, general administration and team support.

This role is challenging and offers excellent opportunities for personal and professional development.

## RESPONSIBILITIES

### Governance and Personal Assistance (50%)

- Coordinate logistics for the meetings and calls of BCI governing bodies.
- Oversee and keep up to date governance-related website content.
- Record, transcribe and distribute minutes of meetings.
- Monitor, screen, respond to and distribute incoming communications.

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- Conduct research, collect and analyse data to prepare reports and documents for the Executive group.
- Manage and maintain CEO's expenses, schedules, appointments and travel arrangements.
- Prepare reports and presentations for the CEO as and when required.
- Arrange and co-ordinate meetings and events.

## Office Management, Administrative and IT Support (50%)

- Develop, implement and oversee effective office processes including purchasing, insurance, BCI calendar and inventory.
- Partner with the HR Coordinator to update and maintain office policies as necessary.
- Assist in the on-boarding process for new hires in terms of providing supplies, office desk, and software.
- Plan and organise in-house or off-site activities: e.g. ad hoc meetings, conferences, celebrations.
- Support administrators in country offices with effective and timely implementation of global policies and work flow processes.
- Welcome visitors and to be the first point of contact for general telephone and email enquiries.
- Manage office facilities and relationships with external service providers.
- Act as global administrator on the different software packages in use (Microsoft 365 suite, Dropbox, Yammer) and provide user support on IT tools and projects.
- Provide support to staff with daily requests (IT support, office machines, general requests).

Beyond these specific responsibilities the P.A. and Office Coordinator is expected to work closely with the CEO to support the delivery of the BCI Strategic Plan.

## PROFILE

**To be successful, candidates for the PA and Office coordinator will have the following attributes:**

Skills & knowledge
<i>Essential</i>
At least 3 years' experience in a similar position in a multicultural environment
Educational background in Business administration, Management or other relevant field
Strong organizational and planning skills in a fast-paced environment
Attention to detail and problem solving skills

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Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges
Fluency in English, both written and spoken, with attentive listening abilities and the ability to communicate clearly and concisely.
Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude.
Proven ability to multi-task and keep track of several projects running in parallel
Proven ability to work autonomously and adapt to changing priorities
Willingness to carry out administrative tasks
Advanced computer skills and IT literacy, to include: Word; PowerPoint; Excel; Outlook
<b><i>Desirable</i></b>
Experience coordinating IT projects
Advanced level of French, both written and spoken
University Degree in Business Administration or Management
Experience working with or for a multi-stakeholder initiative
Interest in and commitment to sustainability

## Working Arrangements

The position is full time (40 hours a week) and based in our offices in Geneva. The PA and Office Coordinator will receive a permanent contract with an initial 3 months' trial period. BCI offers flexible working, with core hours being 10am – 4pm. BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

## Applications:

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter (2 pages maximum), in English, by email to: [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) with subject: "BCI PA and Office Coordinator".

We thank all applicants for their interest; however only shortlisted candidates will be contacted.

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human and financial resources.