

Supply Chain Coordinator

Maternity Cover



Starting date: Latest 1st April 2019

Duration: 7 months

Salary: Starting £ 32,500 per annum, commensurate with skills and experience

Location: London, United Kingdom or Geneva, Switzerland

Application closing date: 17 February 2019



Description

The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices, and account for 30% of global cotton production by 2020. In less than 10 years, the Better Cotton Initiative and its Partners have supported over 1.6 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 15% of global cotton production. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

Reporting to the Senior Supply Chain Manager, the Supply Chain Coordinator is responsible for providing training and support services for the Better Cotton Platform (BCP), BCI's online system to document sales/purchases of Better Cotton related products. S/he will also play a critical role in supporting BCI's members with the implementation of the Chain of Custody requirements. The jobholder will be expected to work closely with the IT team, Membership team in BCI direct countries – China, India, Pakistan, United Kingdom and Turkey.

Responsibilities

Administration and Support.

1. Provide system administration and technical support, to assist users as and when required.
2. Support the country teams to ensure the Better Cotton Platform users receive adequate support from them.
3. Act as a liaison between the IT coordinator and the country teams.
4. Ensure that supply chain and training related records are updated.
5. Provide external stakeholders with reports when required.

System Development.

6. Taking an active role in internal process development regarding IT systems.
7. Communicate process changes and requirements to all relevant parties internally and externally.
8. The jobholder will be required to work closely with internal and external stakeholders as follows:

External:

- Supply chain actors (cotton merchants, spinners, fabric mills, manufacturers and retailers/brands)
- Representatives of partners in Partnership Countries

Within BCI:

- Supply Chain Manager, Coordinators and Officers
- Compliance Coordinator
- IT Coordinator

Training.

9. Develop and maintain up to date training materials (manuals and videos) for all supply chain stakeholders.
10. Deliver trainings to BCI members (suppliers, manufacturers, retailers) through webinars and occasionally at supply chain events.
11. Scheduling Supplier Trainings for retailers and brands in different countries as requested.

The candidate will have the following Skills, Knowledge, and Experience:

Skills and Knowledge
Required
University degree, or equivalent higher education qualification, in a relevant field
Demonstrated interest in sustainability, agricultural production sector and textiles
A strong customer service ethos
Highly organised with strong computer and IT skills, including excellent command of Excel and literacy in Word, PowerPoint, Outlook and web-based applications
Excellent English writing, public speaking and presentation skills
Desirable
Ability to speak/write in French, Portuguese or Spanish

Experience
Required
Working experience in project management or supporting/administering online systems
Experience of online/in-person training or writing instructive materials
Proven ability to work in teams
Experience of working in culturally diverse and dispersed organisations
Desirable
Work experience in textile/fashion industry or an understanding of the cotton textile sector
Experience with Salesforce and Mindflash

Working Arrangements

The position is full-time (40 hours per week) and will be based at our office in Geneva, Switzerland or in London, UK. It is a fixed-term contract.

Applications:

Interested applicants with the required attributes are asked to send a detailed CV and a motivational letter (2 pages maximum), in English, by email to: recruitment@bettercotton.org with subject: "Application SC Coordinator" by the 17th February 2019 at the latest.

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

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.

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