

HR & Administrative Officer

Post Announcement

Type of contract: Open-ended



Starting date: As soon as possible

Contract Type: Open-ended contract

Salary: £26,000

Location: London, UK

Application closing date: 15.09.2019



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. We are truly a joint effort, encompassing stakeholders all the way from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI is looking for an HR and Administrative Officer who will be responsible for the smooth run of the London office and for providing support to the HR. Under the line management of the Senior Human Resources coordinator, the HR and Admin officer will provide the various BCI offices with administrative and logistics support.

Responsibilities

Office management

- Support in the management of IT assets, including purchasing & setting up of equipment and managing various software licenses such as Norton.
- To be the first point of contact for general telephone enquiries and visitors to the London office.
- To purchase where needed, and to manage and maintain office equipment and train staff on use as necessary.
- To manage office supplies, including inventory and purchasing.
- To manage office services and effective cost and quality of suppliers.
- To liaise with the property management company for all elements of building access, use, restrictions and safety requirements, and to ensure all new and visiting staff are fully briefed in this regard.
- To support with travel arrangements as necessary (flights, VISA and hotel bookings).
- To support organising internal and external meetings and workshops.
- To support BCI UK legal and administrative procedures related to the office (Public and Employer's Liability).

Human Resources

- Partner with HR coordinator to ensure accurate and up-to-date maintenance of employee files and HR databases according to legal requirements in the UK and in Switzerland

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- Partner with HR team (Office Coordinator and HR Coordinator) and help manage relationship with the external payroll provider, ensuring staff are enrolled under all compulsory and BCI optional benefits (e.g. social security, pension scheme, tax at source, Children Vouchers) and salaries are processed in an accurate and timely manner in Headquarters (London and Geneva)
- To assist with the recruitment process from the job description to offer (Advertising, Receiving and Scanning, Interviews planning, References checking and Offer)
- To support the recruitment process, coordinate and oversee employees on-boarding
- To assist with the design, implementation and administration of HR policies, procedures and tools regarding recruitment, employment relations, performance management, training and development.
- To support the HR coordinator with data collection and the preparation of various reports (e.g. headcount, turnover)

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

Skills, Knowledge and Experience
Essential
Demonstrate office and HR experience in a relevant position
Ability to work independently and to take initiative
Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude
Strong administrative and organisational skills
Ability to work under pressure and with tight deadlines
Proven ability to multi-task and keep track of several projects running in parallel
Advanced computer and IT skills, including literacy in Word, Excel, Access, PowerPoint and Outlook
Desirable
Experience or knowledge of UK Human Resources law
Proficiency in French an asset
Experience in remote team support in several countries
Interest in and commitment to sustainability
Experience of working in a small organisation

Working Arrangements

The position is full-time (40 hours per week) and will be based in our London office. BCI offers flexible working, with core hours being 10am – 4pm and the option to work from home one day per week.

Applications:

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter (1 page maximum), in English, by email to: recruitment@bettercotton.org with subject: “Application HR and administrative Officer ” by the 15th of September at the latest.

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

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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.

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