

# Supply Chain Officer

Post Announcement

Type of contract: Permanent contract

**Starting date:** ASAP

**Contract Type:** Permanent contract

**Salary:** £25,000 to 30,000 or CHF 58,000

**Location:** Geneva, Switzerland,  
London, UK (or accessible to London)

**Application**

**closing date:** Midnight 21<sup>st</sup> April GMT



## 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 the end of the 2020-21 cotton season. In under 12 years, the Better Cotton Initiative and its Partners have supported 2.3 million farmers in 23 countries. In adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production. We are truly a joint effort, encompassing stakeholders 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 seeking a dynamic and motivated individual to join its Supply Chain Team in Geneva or London. The Supply Chain Officer will be responsible for providing administrative support to the team on ICT tools and data management systems, and service delivery to BCI members as well as providing minimum service level to non-member supply chain actors who use our Better Cotton Platform (BCP). The jobholder will be expected to work closely with the Membership and Supply Chain (M&SC) team in BCI direct countries – China, India, Pakistan, Brazil and Turkey.

This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

## Responsibilities

### 1. Better Cotton Platform (BCP) and Chain of Custody (CoC) support

- Manage the Support mailbox and ensure smooth dispatching of queries to other team members.
- Address queries around the use of the BCP and CoC requirements from suppliers and manufacturers in a timely manner.
- Support the good management of accounts and users on the Better Cotton Platform (creation and update).
- Monitor the transaction cancellation process in a timely manner.
- Support the monitoring of potential negative inventories.
- Provide BCP-related support to members and suppliers upon request.

### 2. Technical Support

- Provide technical assistance to the country teams on the different platforms (Better Cotton Platform, Salesforce and Mindflash)

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- With the help of dashboards, monitor the automated account creation process and fix potential errors.
- Own and manage all Mindflash-related technical tasks as part of the automation process
- Perform other technical tasks as requested.

### 3. Training Material and Member support

- Support with the process of creating new training materials and updating existing ones. This includes translation support (e.g. follow with country teams to ensure updated materials are translated, and updated in our system).
- Support the delivery of Supplier Training Programmes in all the regions where BCI has presence (with the aim to ultimately deliver online training sessions).
- Keep training material organized and updated across country teams.
- Ensure smooth user experience on BCI's training platform (Mindflash) by managing user accesses and archiving.
- Generate a report on training results on a weekly basis.

### 4. Organisational support

- Attend internal meetings to report on activities and to facilitate the exchange of information between regions.
- Occasionally plan and chair internal team meetings based on meeting schedule.
- Provide regular update to the global Senior Supply Chain Coordinator.

Beyond these specific responsibilities, the Supply Chain Officer is expected to collaborate on activities as agreed with the line manager.

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

Experience
<b>Essential</b>
At least 2 years' working experience in a relevant field (i.e. textile supply chain, sustainability, international trades, etc.)
Experience working as part of a global team, ability to collaborate effectively across different teams and cultures
Experience, knowledge or a proven interest in issues of sustainability or development, or corporate social responsibility
Experience working with ICT tools and data management systems
<b>Desirable</b>
Experience in raw materials procurement or sourcing activities in textile supply chain,
Experience in compliance in environmental/ sustainability field
Experience working with Salesforce, Power BI, or Monday.com

Skills & Knowledge
<b>Essential</b>
University degree, or equivalent higher education qualification, in a relevant field

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Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges
Fluent in English and another language – ability to communicate clearly and concisely
IT literacy, to include: Word; PowerPoint; Excel; Outlook; and CRM systems (Teams, Monday.com, Salesforce.)
Excellent organisational skills and capacity to handle a set of different priorities
Strong communication (both written & spoken) and attentive listening abilities.
Willingness to carry out administrative tasks, and work diligently to achieve process efficiently
Good understanding of basic statistics
<b><i>Desirable</i></b>
Objective and meticulous professional with the ability to multitask
Experience developing training materials (videos, manuals, etc.)
Fluent in Italian or German

## Working Arrangements

The position is full-time (40 hours per week). BCI offers flexible working, with core hours being 10am – 4pm. The person chosen for this position will be working from home initially, with the expectation to work 4 days in the office once social distancing and travel restrictions are lifted.

The candidate will report to the Senior Supply Chain Coordinator.

## Applications:

Interested applicants with the required attributes are asked to send a detailed CV (3 pages maximum) and a motivational letter (2 pages maximum), in English, by email to: [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) with subject: “Application for Supply Chain Officer ” by Midnight on the 21<sup>st</sup> April 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.

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