

HR & Administrative Assistant

Post Announcement

Type of contract: Open-ended

Starting date: As soon as possible

Contract Type: One year contract

Salary: £23,000

Location: London, UK

Application closing date: 31.05.2021



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.

This is an exciting time to join the organisation as we transition to our new ambitious 2030 strategy and increase our profile, impact and reach so we can make Better Cotton a sustainable mainstream commodity; we want to transform the market and make cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future.

BCI has a fantastic opportunity to offer a young professional a year-long contract, in which they will support the BCI global HR function. We are looking for an enthusiastic and energetic individual who is eager to make a difference. This will be a position that you can truly make your own, and where you will play a key role in supporting the daily operations of the organisation and its people. You will support Teams across the organisation throughout their employment lifecycle and in the achievement of their objectives.

The HR and Administrative Assistant who will be responsible for the smooth running 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 Assistant will provide the various BCI offices with administrative and logistics support. The young professional will also have significant opportunity for personal and career development, with great opportunity for exposure to the operations of an international not-for-profit organisation. The post holder will regularly collaborate with staff in China, India, Pakistan and the United States. There will be opportunities for external and internal learning, including from other functions within BCI by attending regular internal training sessions from functions across BCI.

The position will report to the Senior HR Coordinator.

Responsibilities

Human Resources

- Partner with HR & Admin Officer to ensure accurate and up-to-date maintenance of employee files and HR databases according to legal requirements in the UK and in Switzerland (including contract management)

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- Support with the development of the BCI HR software
- Support with the development of the BCI intranet site, including transfer of employee data and building processes and workflows within the site (Sharepoint)
- To assist with the recruitment process from the job description to offer (Advertising, Receiving, 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 Officer with data collection and the preparation of various reports (e.g. headcount, turnover)

Local Office Management

- Support in the management of IT assets, including purchasing & setting up of equipment as required
- Purchase office equipment and supplies and manage inventory
- Maintain London office stationery, fixtures, fittings and consumables well supplied
- Periodically review the cost effectiveness, quality and sustainability 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 organising internal and external meetings and workshops.
- Support BCI UK legal and administrative procedures related to the office (Public and Employer's Liability).

The candidate will also have the opportunity to support on interest areas, like research.

We do not expect the candidate to have prior work experience as this is an entry-level role, but we expect the candidate to be a quick-learner who is ready to get stuck in to the work. We will be looking for the following skills and knowledge in the applications:

Skills and Knowledge
<i>Essential</i>
Knowledge of Microsoft 365 package (Outlook, Word, Excel, Sharepoint) or ability to pick it up promptly
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 multi-task as required
Ability to work independently and to take initiative
Advanced computer and IT skills, including literacy in Word, Excel, Access, PowerPoint and Outlook
<i>Desirable</i>
Proficiency in French an asset
Interest in and commitment to sustainability
Ability to quickly become proficient in new software

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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 Assistant ” by the 31st May 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.