

# Operations & Procurement Assistant

Type of contract: One year contract  
Young Professionals Programme

**Starting date:** As soon as possible  
**Contract Type:** One year contract  
**Salary:** 48,000 CHF per annum  
**Location:** Geneva, Switzerland  
**Application closing date:** Midnight 14<sup>th</sup> June CET



## Context

As part of a new initiative to offer young professionals the opportunity to gain valuable work experience to help start their career in a chosen area, BCI has a vacancy for an Operations & Procurement Assistant to support its Operations 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 global operations of the organisation. You will promote policies and processes and support staff in implementing them.

The Operations and Procurement Assistant will help ensure the smooth running of the Geneva office and work as part of a small global Operations team, assisting in the introduction of new systems and processes related to procurement, the management of contracts and agreement and other Operations activities. Under the line management of the Senior Global Operations Coordinator, the Assistant will provide support to local Operations representative in China, India, Pakistan and gather feedback from staff across all BCI locations to improve existing systems and processes.

This role will also offer plenty of opportunities for personal and career development, gaining insight into the operations of an international not-for-profit organisation. The post holder will regularly collaborate with staff in different locations, such as China, India, Pakistan, West Africa, Mozambique, and North America. Additionally, learning will be on offer by interaction with other functions within BCI and by attending regular internal training sessions.

The selected candidate will also have some opportunity to shape the role, with options for research and the ability to support on their interest areas.

## About BCI

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.

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## Job activities

### Global Procurement & Contract Management

- Monitor and address internal support requests relating to Procurement and Contract Management.
- Support the Senior Global Operations Coordinator in managing the internal Procurement Microsoft Teams channels and intranet page to keep staff informed about existing policies and processes.
- Assist with the implementation of Procurement & Contract Management processes and policies; review documentation as required; liaise with team members to support processes (Communications & Finance); conduct financial stability & screening checks for potential suppliers.
- Support the Senior Global Operations Coordinator in improving existing policies and processes; proactively identify areas for improvement as required.
- Maintain up-to-date inventory of suppliers & active contracts.
- Carry out financial stability & screening checks for potential suppliers.

### Global Operations

- Coordinate Global Finance & Operations team meetings.
- Support the development and management of a virtual global internal calendar.

### Local Office Management (Geneva)

- Support in the management of IT assets, including purchasing equipment as required.
- Purchase office equipment & supplies and manage inventory.
- Maintain Geneva office stationery, fixtures, fittings and consumables well supplied.
- Periodically review the cost effectiveness, quality and sustainability of suppliers.
- Liaise with the property management company for all elements of building access, use, restrictions and safety requirements, and ensure all new and visiting staff are fully briefed in this regard.
- Support BCI Swiss legal and administrative procedures related to the office.

## Skills and knowledge

*While we do not expect candidates to have prior work experience for this entry-level role, we would like to see evidence of being quick at learning new things and being ready to get stuck into the work. We will be looking for the following skills and knowledge in the applications:*

Skills, Knowledge and Experience
<b>Essential</b>
Interest in a career in Operations or Procurement
Fluent English: BCI's language of operation is English
Good working knowledge of Microsoft 365 package (Outlook, Word, Excel, Sharepoint) or evidence of picking up IT programmes and systems quickly
Confident in communicating with a wide range of people from different backgrounds and cultures
Well-organised and happy to provide administrative support to others

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Comfortable working to deadlines
Ability to work independently and to take initiative
<b><i>Desirable</i></b>
Proficiency in French is an asset
Interest in and commitment to sustainability
Existing intern or volunteering experience in an administrative capacity

## Working Arrangements

The position is full-time (40 hours per week) and will be based in the Geneva 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](mailto:recruitment@bettercotton.org) with subject: “Application Operations and Procurement Assistant ” by Midnight on the 14<sup>th</sup> June 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.