

Executive Assistant (Coordinator)

Post Announcement

Starting date: As soon as possible

Contract Type: Open ended

Salary: SEK28,000 per month

Location: Lund, Sweden

Application

closing date: Applications will be reviewed on a rolling basis with a closing date at Midnight 3rd August GMT



Description

In the 2018-2019 cotton season, the Better Cotton Initiative (BCI) and its Partners have supported over 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, making it the largest cotton sustainability programme in the world. The work encompasses 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 motivated fast learning individual to assist three members of the BCI Executive Group. The role will also manage the process for registering BCI as a legal entity in Sweden.

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

About the role

BCI is looking for a motivated individual who is interested in sustainability to join our team to provide day to day assistance to BCI's COO and two Senior Directors.

The role will be lined managed by the CEO Office Manager, based in Geneva, Switzerland, and matrix managed by COO Lena Staafgard, and Senior Directors Damien Sanfilippo and Alia Malik. The position holder will develop a comprehensive understanding of BCI and its workings.

The assistant will provide support depending on needs around calendar management, meeting coordination, following up on correspondence and provide inputs and support on critical research and other projects to BCI's COO, Senior Director of Data and Traceability and Senior Programme Director.

They will book and arrange travel, transport and accommodation when necessary and prepare and reconcile expenses.

BCI is intending to register a legal entity in Sweden, and the assistant will manage the registration process and subsequently the administration of the entity as necessary.

Chief Operating Officer Support (~35%)

BCI is a growing global not for profit organization with ambitious annual objectives and 2030 strategic goals. BCI operates out of three HQ locations (Geneva, London, Lund), with three field offices (Delhi, Lahore, Shanghai), one partner office (Izmir), and a constellation of consultants in other countries around the world. The Chief Operating Officer maintains

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oversight on all internal operations and delivery. This is a fast paced mission critical body of work. The position holder will assist the COO with:

- Calendar manager and meeting booking and coordination as needed
- Meeting preparation including highlighted pre-reads for important meetings
- BCI business performance monitoring: Tracking of cross functional delivery of organisation work via Monday.com boards and providing regular summaries to COO
- Establishment and administration of a Swedish legal entity, including reporting to the relevant authorities.

Senior Director of Data and Traceability (~25%)

The Data and Traceability Team comprises Traceability, IT & Data and Monitoring Evaluation and Learning. BCI is the largest global cotton production community, and today we have more than 10,000 supply chain actors using the Better Cotton Platform (BCP). Although the desired future state is not yet clearly defined – we expect traceability will enhance our delivery on our mission. The position holder will assist with:

- Calendar manager and meeting booking and coordination as needed
- Regular internal reporting
- Occasional research projects
- Support email management – flagging important emails and following up directly on certain correspondence

Senior Programme Director Support (~25%)

The BCI Programme Team consists of approximately 50 people around the world who are responsible for supporting and training farmers growing Better Cotton, through working with experienced partners at field level. The Team oversees partnerships with over 90 organisations delivering field level training programmes across 23 countries. The position holder will assist with:

- Calendar manager and meeting booking and coordination as needed
- Regular internal reporting
- Occasional research projects
- Support email management – flagging important emails and following up directly on certain correspondence

Executive Group Support tasks (~15%)

- Coordinating organisational projects from the COO/EG level
- In collaboration with the CEO Office Manager, coordinate the Executive Group diary and organise meetings and appointments that enables effective use of executive time.
- In collaboration with the CEO Office Manager, coordinate the annual planning process, involving the broader BCI Leadership Team as required.
- Draft meeting agendas and coordinate on important tasks to be delivered by the Executive Group, putting in place effective processes of recording, reminding, deadline setting and following up
- Manage EG databases and filing system

PROFILE

To be successful, candidates will have the following attributes:

Skills & knowledge
<i>Essential</i>

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University degree, and/or professional experience, in a relevant field
Demonstrated work experience in a role with transferable skills
Pragmatic
Proactive attitude to problem-solving
Fast learner, able to synthesize and understand disparate information quickly
Discretion and trustworthiness: you will often be party of confidential information
Excellent oral and written communication, with attentive listening abilities
Strong project management and coordination skills: organisation, time management, ability to work independently
Proven ability to multi-task and keep track of several projects running in parallel
Willingness to carry out administrative tasks
Confident using: MS Word, PowerPoint; Excel; Outlook
<i>Desirable</i>
Demonstrated ability to collaborate effectively across different teams, time zones, and contexts
Competency in languages relevant to BCI countries, such as Mandarin, Portuguese, French, Hindi, Urdu, or Turkish
Academic and/or professional background in sustainability, standard systems, sustainable agriculture and/or international development

Working Arrangements

The position is full-time (40 hours per week) and will be based remotely with our COO in Lund, Sweden. The COO works partly from home and partly from a shared office space in central Lund. BCI offers flexible working, with core hours of availability being 10am – 4pm local time and post-Covid working from home options currently being reviewed. Pending Covid restrictions, some travel will be required (10-15%).

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: "Executive Assistant Application" by Midnight on the 3rd August 2021.

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

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