

Administrative Officer

Starting Date: ASAP – we will hold interviews on a rolling basis

Contract type: Permanent

Salary: £27,000

Location: London, United Kingdom

Application closing date: Midnight 03 June 2022 GMT

Background

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers - from the smallest to the largest - in 23 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About this role

Better Cotton is now seeking an Administrative Officer who will ensure the smooth running of the London office and provide support to the Global Operations team under the supervision of the Senior Administrative Officer based in the Geneva office.

Responsibilities

Office Management

- Purchase, manage and maintain office equipment and train staff on use as necessary
- Purchase and keep up-to-date inventory of office supplies
- Manage office facilities and relationships with external service providers and periodically review their value for money
- Liaise with property management for all questions linked to building access, use, restrictions and safety requirements, and ensure that all new and visiting staff are fully briefed
- Welcome visitors and be the first point of contact for general queries to the London office
- Assist in the on boarding process for new hires in term of equipment and office space
- Develop and improve existing policies and processes relating to the use of the office and lead their implementation

Support to Global Finance & Operations team

- Support the periodical review of the cost-effectiveness, quality and sustainability of suppliers.

- Draft & review documentation (announcement, policies, processes, etc.) prepared by the Finance team and Finance & Operations Director.
- Facilitating monthly Finance and Operations meetings (once or twice a year).
- Assist in the planning of the yearly Finance and Operations team meeting: organise the logistics, development of the agenda and working sessions, and reporting for that meeting

Profile

The selected candidate will have the following skills, knowledge, and experience:

Skills, Knowledge and Experience
<i>Essential</i>
<ul style="list-style-type: none"> • Demonstrated administrative experience in a relevant position
<ul style="list-style-type: none"> • Proficient English (written and verbal)
<ul style="list-style-type: none"> • Happy to provide support to others
<ul style="list-style-type: none"> • Ability to work independently and to take initiative
<ul style="list-style-type: none"> • Solid working knowledge of Microsoft 365 package (Outlook, Word, Excel, SharePoint) or evidence of picking up IT programmes and systems quickly
<ul style="list-style-type: none"> • Excellent organisational skills, capacity to multi-task and handle a set of different priorities
<ul style="list-style-type: none"> • Experience communicating and working with a wide range of people from different backgrounds and cultures
<i>Desirable</i>
<ul style="list-style-type: none"> • Interest in and commitment to sustainability

Working arrangements

The position is full time and based in our office in London, with attendance required for a minimum of 4 days a week. Better Cotton offers flexible working, with core hours being 10 am – 4 pm.

We are 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.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief cover letter (1 page maximum) to Better Cotton by applying [via this link](#).

Application deadline: 03 June 2022

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted. Better Cotton is an equal opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.

Better Cotton has a zero tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution.