

# Global Operations Officer

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**Starting date:** ASAP

**Contract Type:** Full time, permanent

**Salary:** £28,100 per annum

**Location:** London, United Kingdom

**Application closing date:** 2<sup>nd</sup> January 2023, Midnight 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 seeking a Global Operations Officer to support the Operations function and Procurement workstream. We are looking for an enthusiastic and energetic individual who is eager to make a difference.

You will join the small Global Operations team, assisting in the introduction and promotion of new systems and processes related to procurement, and support staff in implementing them. You will play a key role in supporting the daily global operations of the organisation.

Under the line management of the Global Operations Manager (based in Geneva), you will provide support to local Operations representative in China, India, Pakistan and gather feedback from staff across all Better Cotton locations to improve existing systems and processes.

## Responsibilities

### Procurement & Contract Management

- Monitor and address internal support requests
  - Support the management of the internal Procurement Microsoft Teams channels to keep staff informed about upcoming and existing policies and processes.
  - Assist with the development and implementation of processes and policies, including: review documentation as required; liaise with team members to support processes (Communications & Finance); proactively identify areas for improvement as required.
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- Conduct financial & screening checks for potential supplier, on designated software.
- Coordinate the publication of Requests for Tenders and redirection of applications.
- Maintain up-to-date inventory of suppliers & active contracts.
- Assist with the selection of the right supplier,

## Global Operations

- Act as the main point of contact for queries related to e-signing and business travel: gather queries to feedback to our suppliers, troubleshoot basic issues
- Support the development and management of a virtual global internal calendar.
- Maintain up-to-date list of global insurance packages
- Assist with the development and implementation of processes and policies in relation with the HR and IT teams

## Finance & Operations Support

- Support the periodical review the cost effectiveness, quality, and sustainability of suppliers
- Draft & review documentation (announcement, policies, processes, etc.) prepared by the Finance team and Finance & Operations Director

## Profile

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 experience, skills and knowledge in the applications:

Skills, Knowledge and Experience
<i>Essential</i>
Proficient English (written and verbal): Better Cotton's language of operation is English
Solid working knowledge of Microsoft 365 package (Outlook, Word, Excel, SharePoint) or evidence of picking up IT programmes and systems quickly
Excellent organisational skills, capacity to multi-task and handle a set of different priorities
Experience communicating and working with a wide range of people from different backgrounds and cultures
Well-organised and happy to provide support to others
Comfortable working to deadlines
Ability to work independently and to take initiative
Problem-solving skills
<i>Desirable</i>
Knowledge of another language
Experience working with Salesforce, DocuSign, Zendesk
Interest in and commitment to sustainability

## Working Arrangements



The position is full time and based in our office in London. Better Cotton offers flexible working, with core hours being 10am – 4pm. 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 a detailed CV (2 pages maximum) and a motivational letter (1 page maximum), in English by applying [via this link](#).

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