

# International Egg Commission

## Part-time Administrator

### Job Description

We have an exciting opportunity for an organised administrator who is an enthusiastic individual willing to use their skills to support a small dynamic team. We need support in developing a group of international companies that operate in the food and event industries.

#### **Position**

This is a new part-time position with working days and hours being open to initial negotiation.

#### **Main purpose of the role**

The role is to provide administrative support across all elements of the business, which operates in several jurisdictions with customers in over 80 countries.

#### **Key tasks and responsibilities**

- Preparation of correspondence and handling a variety of member and supplier enquiries
- Administering electronic systems
- Invoicing customers
- Organising group meetings for customers and colleagues both virtually and in person
- Travel arrangements
- Organising and administering company insurance
- Assisting with special business projects, including our Vision 365 initiative, researching, and following up on opportunities, helping to set up and deliver projects and investigating new ideas.
- Support the wider team as needed

#### **Knowledge and skills necessary to fulfil the role and responsibilities**

The role requires excellent organisational and administration skills, being confidential, professional, and detailed.

#### **Essential**

- Excellent organisational skills, with the ability to plan, prioritise and manage multiple tasks simultaneously to meet deadlines independently
- Great attention to detail
- Organised and flexible with the ability to develop solutions to solve specific problems
- Articulate, engaging and accurate communication skills, both written and verbal, with the ability to communicate confidently and effectively with a wide variety of stakeholders
- Self-motivated and able to work within a small office environment
- Diligent, conscientious, and reliable
- An interest in the aims of the International Egg Commission

#### **Desirable**

- Strong digital communications and IT skills
- Experience using WordPress would be advantageous, but full training will be provided

**Benefits of working at the IEC**

- Competitive salary
- Holiday scale of 28-38 days full time equivalent (including bank holidays) depending on your role, level of overseas travel and length of service
- Opportunity to work closely with leading global entrepreneurs
- Professional development investment and growth opportunities
- Welcoming and supportive atmosphere with a talented and motivated team
- Quarterly team outings and lunches
- Flexible working hours
- Rural office base

**Supervision**

This position reports to the Business Manager.

**Travel**

Travel opportunities may be available but are certainly not essential to the role.

**Location**

The role is based at The WEO Centre, on the Eaton Manor Estate, close to Church Stretton.

**About the International Egg Commission**

Established in 1964, the International Egg Commission (IEC) is a not-for-profit organisation that represents the egg industry internationally; it has members in around 80 countries globally. Its members include national egg associations, egg farmers, egg graders and processors around the world. Part of the role of the IEC is to provide information to assist with national and international decisions and policy making. It does this through its membership, publications, and liaison with other international organisations, including; the World Organisation for Animal Health (OIE), the World Health Organization (WHO), the Consumer Goods Forum (CGF), and the United Nations' Food and Agriculture Organization (FAO).

For more information, please visit: [www.internationalegg.com](http://www.internationalegg.com)