

# International Egg Commission

## **Business Manager**

Job description (full-time)

We have an exciting new opportunity for a high-performing and enthusiastic individual who is looking for a rewarding career delivering operational excellence and supporting the development of a global association.

Working closely with the CEO, you will be part of a small but dynamic team who are responsible for the delivery of a wide range of industry programmes and events, as well as building the reputation of both the egg and the egg industry globally.

The successful candidate will have experience in providing high-level operational support and will be adept at managing changing priorities while maintaining excellent attention to detail. The business manager will strive for excellence, taking a methodical and detail-orientated approach to their work, ensuring the day-to-day needs of the association are taken care of, while improving association processes and membership services.

This full-time role is based at our head office, in the picturesque Shropshire countryside.

### **Key tasks and responsibilities**

- Ensure the reliable and effective day-to-day running of the association from an operational and administrative perspective.
- Lead the implementation of initiatives and programmes in support of the association's goals and objectives, including the delivery of the Young Egg Leaders programme.
- Implement and evolve operational processes and procedures, proactively seeking opportunities to improve operational efficiency.
- Manage recruitment and onboarding, writing job descriptions and adverts, managing the application and interview process, writing contracts of employment, and preparing induction schedules.
- Contribute operational information and recommendations to strategic plans and reviews, including supporting the development of the association's annual business plan.
- Support the development and execution of international conferences and events.
- Manage the inter-company contracting process, ensuring the operational compliance of our group structure.
- Ensure the organisation's processes remain legally compliant, including maintaining a safe and healthy work environment for colleagues.
- Manage and develop team members and direct reports, promoting a company culture that encourages morale and performance.
- Support the wider team with project and programme management tasks as required.

### **Knowledge and skills required**

#### **Essential**

- Excellent organisational and time-management skills, with the ability to multitask, as the job often requires dealing with multiple parties, programmes and tasks concurrently
- Excellent interpersonal skills and ability to collaborate with a wide range of people around the world
- The ability to remain calm and collected in a high-pressured and fast-paced work environment
- Strong problem-solving skills to quickly devise alternative plans when problems arise
- Great attention to detail and strong budget oversight and logistical planning skills
- A fast learner, capable of picking up new skills and concepts quickly

- Strong IT and administration skills, including Microsoft Office
- Diligent, conscientious, and reliable
- An interest in the aims of the organisation

#### **Desirable**

- A working knowledge of relevant software programs, including WordPress CMS would be an advantage, but full training can be provided
- Experience troubleshooting IT issues

#### **Benefits of working at the IEC**

- Competitive Salary
- Holiday scale of 28-38 days (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 CEO.

#### **Travel**

The ability to travel nationally and internationally will be required.

#### **Location**

The role is based at The WEO Centre, Eaton Manor, Eaton-under-Heywood, Church Stretton, Shropshire, SY6 7DH.

#### **Salary**

A competitive salary is available for the right candidate.

#### **Application Process**

To apply, please send a full CV and covering letter detailing what you can bring to the advertised role to [info@internationalegg.com](mailto:info@internationalegg.com) by midday on Tuesday 3 May, with the job title you are applying for as the subject line.

- Applications must include a covering letter (of no more than 2 sides of A4) and CV
- Recruitment for most roles will be undertaken on a rolling basis, so please submit your application as soon as possible
- Please note that incomplete applications will not be considered
- Only shortlisted candidates will be contacted
- Applicants must have the right to work in the UK

Please note we reserve the right to close this advertisement early if we receive a high volume of suitable applications.

**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)