

# International Egg Commission

## Administration Assistant

### Job Description

If you are looking for a role with purpose and variety then we have an exciting opportunity for an organised administrator. We are looking for an enthusiastic individual willing to use their skills to support a small dynamic team.

Established in 1964, the International Egg Commission (IEC) is a not-for-profit organisation that represents the egg industry internationally, with members in over 70 countries globally. The IEC's members include national egg associations, egg farmers, egg graders and processors around the world. To support the development of our organisation and the broader egg industry, we require a detail-orientated administrator to join our team as we recommence our international events and conferencing programme.

If you are a team player with good organisational skills, a high attention to detail and great administrative skills, then we would love to hear from you.

### **Position**

This is a new office-based position providing high-level administrative support across all elements of the business which operates globally. This includes membership liaison, systems co-ordination, accounts support and company correspondence.

This role is available on a part-time or full-time basis for the right candidate. A minimum of 25 hours per week is required, with working hours open to initial negotiation.

### **Key tasks and responsibilities**

- Administering electronic systems
- Preparing correspondence and handling a variety of member and supplier enquiries
- Providing accounts support including processing member invoices
- Maintaining and administering manual and electronic record keeping, including data entry
- Organising group meetings for customers and colleagues both virtually and in person
- Assisting with the procurement of central office supplies
- Supporting the wider team when required

### **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
- Strong digital and IT skills, with a high level of competence using Microsoft packages, particularly Excel
- Self-motivated and able to work within a small office environment
- Diligent, conscientious, and reliable

**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**

- Starting salary £20,000 - £24,000 full time equivalent
- Holiday scale of 28-38 days full time equivalent (including bank holidays) depending on your role, level of overseas travel and length of service
- Professional development investment and growth opportunities
- Welcoming and supportive atmosphere with a talented and motivated team
- Quarterly team outings and lunches
- Rural office base

**Supervision**

This position reports to the Office Manager.

**Travel**

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

**Location**

The role is office 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 over 70 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)