



Administrator

If you are looking for a role with purpose and variety then we have an exciting opportunity for an experienced administrator.

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.

If you are a team player with excellent administration skills, bookkeeping experience, and are diligent, conscientious, and reliable, then we would love to hear from you.

This varied and evolving role will see you join our dynamic team, based at our head office within the picturesque Shropshire countryside. The role will develop with the needs of the organisation and the below should not be seen as an exhaustive list of responsibilities.

Duties and Responsibilities

- Provide administrative support to the Head of Operations, to include:
 - Assisting with the management of Governance meetings and global expert working groups
 - Maintaining manual and electronic systems
 - Scheduling meetings and calendar management, virtually and in person
 - Company correspondence
 - Health & Safety and Fire Safety
 - Coordinating travel
- Research and application of funding:
 - Research funding opportunities
 - Eligibility checking
 - Writing tailored bids for applications
- Accounting support for our partner charity:
 - Liaising with banks
 - Record keeping
 - Day-to-day management of accounts
 - Reconciliation
 - Making payments
 - Set-up / assisting with VAT registration
- Supporting the wider team when required



Knowledge and Skills

- Experience in administration and bookkeeping required
- Articulate, engaging and accurate communication skills, both written and verbal, with the ability to communicate confidently and effectively with a wide variety of international stakeholders
- Excellent organisational skills, with the ability to plan, prioritise and manage multiple tasks simultaneously to meet deadlines independently
- Strong IT skills
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Ability to maintain confidentiality and handle sensitive information
- Problem-solving skills

Line Management

This position reports to the Head of Operations.

Location

This is a full-time office-based position. The WEO Office is located rurally on the Eaton Manor Estate (near to Church Stretton), therefore a driving licence and a car is essential.

Salary

£25,000 – £29,000 dependant on skills and experience.

Application Process

Please apply for this role either through Indeed or by emailing info@internationalegg.com. Upload or send a full CV and covering letter detailing what you can bring to the advertised role.

- Applications to include a CV
- Only candidates with experience in administration and bookkeeping will be considered
- Only shortlisted candidates will be contacted
- Applicants must have the right to work in the UK