

Administrative Assistant

Hours: 12-16 hours a week. Flexible working is possible.

Organisation:

The International Meat Trade Association (IMTA) is based in Smithfield, London, EC1A 9LH and represents companies trading meat around the world. The role would involve providing administrative support to a very interdependent team of a CEO, a Policy & Operations Manager and a Market Intelligence Assistant supported by the Chairman and the Board. IMTA works closely with the European meat association UECEBV and maintains regular direct contact with the European Commission in Brussels, embassies and international organisations.

Salary:

£9.75 per hour

Benefits:

Opportunities for training.

Job Description:

- General office administration
- Ordering supplies
- Invoicing & following up on overdue payments
- Maintaining records/database data entry
- Ad hoc research

Main tasks:

- Uploading articles to website
- Correspondence
- Answering phone and taking messages
- Updating calendar
- Preparing the meeting room/refreshments
- Assisting with events – badges, venue bookings, tracking sign-ups
- Note taking as and when required
- Other ad hoc tasks

There is potential for growth within the role for the right person.

Person Specification:

- Excellent written and verbal communication skills.
- Proficient use of MS Word, MS Excel, MS Powerpoint, MS Outlook
- Excellent time management & organisation skills
- Good numerical skills
- Good telephone manner

- Flexibility to take on other tasks as and when required
- Good attention to detail

Application Process:

Send applications to research@imta-uk.org

Please include a CV, covering letter and task. Applications without all three elements will not be considered. Please use the following as your email subject line:

AdministratorApplication[FirstName][LastName]

Covering letter:

PLEASE tailor this to the job description and person specification or they WILL NOT be considered.

In your covering letter please include why you would be well-suited to working in a small team and why you would like to work for IMTA.

Task:

Draft a cordial email to follow up on an invoice which is 3 months overdue. Please include as a word document.