



IOAS is seeking Executive Assistant to join our team

The IOAS is a leading mission driven non-profit organisation incorporated in North Dakota, USA with staff based in Argentina, Bangladesh, Brazil, Canada, Germany, Greece, Hungary, India, Italy, Portugal, Spain, Slovenia, the United Kingdom and the USA. We work in the field of accreditation and assessment of bodies engaged in inspection and certification of organic and sustainable agriculture and related fields. Our work in oversight of conformity assessment assists in the development of various private and regulatory schemes by enhancing fairness for producers and building trust in 'eco-labels' by consumers.

We work with an increasing number of scheme owners (COSMOS, Canadian Food Inspection Agency, European Commission, GlobalG.A.P., GOTS, IFOAM, NATRUE, Textile Exchange) and the accreditation and assessment services we provide cover organic agriculture, sustainable agriculture, organic textiles, organic and natural cosmetics, recycled products, animal welfare claims, fair trade, social compliance and food safety. IOAS clients are based all over the world.

The day-to-day work of the IOAS is performed by a team of core staff with support from a number of contracted assessors and technical experts. For more information about our work, please visit www.ioas.org.

IOAS is looking to appoint a new position of Executive Assistant. The Executive Assistant will support the Executive Director, David Crucefix in a wide range of tasks relating to leadership and management of the IOAS team and implementation of its strategic plan. Day to day tasks will vary from providing administrative support and communication with the IOAS Board of Directors to support in general business administration, data collection and analysis regarding company performance to monitoring correspondence with IOAS collaborators and managing the Executive Director's tasks and agenda. The role will suit candidates with excellent administration and communication skills, and a passion for working globally as part of the IOAS mission.

TERMS

1. This is a full-time role working 40h per week. You may be contracted or join as an employee depending on your country of working.
2. You will work from your own home office. Some limited travel may be required. IOAS will pay basic office costs and all travel related expenses.
3. You are obligated to do the work independently; it shall not be subcontracted in any capacity.
4. You will receive a complete induction and ongoing training.
5. The starting salary will be +/- \$40,000 USD, based on experience.

Requirements

Successful applicants will be able to demonstrate the following:

- Previous experience working remotely and familiarity working with databases, spreadsheets and Microsoft applications in a technical field.
- Previous experience in supporting a senior executive, in general office administration, finance, quality management, handling correspondence, data handling, record keeping is desirable

- Excellent organisational skills and enjoyment in being detail oriented and methodical.
- Fluency in spoken English is essential with an ability to write clear, well-structured correspondence and reports. Fluency in an additional language would be an advantage.

Applicants must be able to work on their own as well as part of a multi-cultural team, show good attention to detail and maintain the highest level of integrity. Experience working in the field of inspection, certification and accreditation is not essential. Ideal starting date: February/March 2023.

Application

Please submit a letter of application, Curriculum Vitae, References, and copies of applicable certifications/qualifications to info@ioas.org with subject line 'Full time Executive Assistant', Attn: David Crucefix.

Closing date is January 31, 2023