

Communications Administrator

If you are looking for a role with **purpose and variety**, then we have an exciting opportunity for an **organised and proactive administrator**. Due to expansion and growth, we are seeking an enthusiastic individual who can use their skills to support a high-performing communications team.

The **International Egg Commission** (IEC) represents the global egg industry, advocating for **innovation, sustainability, and growth**. Our mission is to enhance egg production and consumption worldwide through **shared knowledge, global collaboration, and impactful initiatives**.

This varied and evolving role will see you join our **dynamic team, based at our head office** in the **picturesque Shropshire countryside**.

The successful candidate will play a crucial role in ensuring the **smooth and efficient** operation of the department by managing administrative tasks, coordinating projects, and facilitating effective global communication channels.

This is an **ideal position** for someone with exceptional organisational skills, strong attention to detail, and the ability to multitask in a fast-paced environment. We will support you in **developing your knowledge and expertise** in an international environment, with great opportunities for **professional development**.

About the role

This **varied role** will see you perform a wide range of day-to-day activities, including:

- Scheduling **international calls** and virtual meetings.
- Serving as a **point-of-contact** for internal and external stakeholders, handling inquiries and requests for information in a **professional and efficient manner**.
- Supporting the implementation and maintenance of **communication tools** and systems, such as **content management systems, social media platforms**, and **project management software**.
- **Maintaining and organising** departmental files, records, and databases, ensuring information is easily accessible and up to date.
- Assisting in the **coordination and execution** of communication **projects and campaigns**, ensuring timelines are met and deliverables are of high quality.
- Ensuring that the communications team **operates seamlessly** and that all requests are dealt with in an **efficient, professional manner**.
- **Conducting research and gathering data** to support communication initiatives, analysing findings and providing recommendations as needed.
- Reviewing and proofreading content to **ensure accuracy** that adheres to the **brand guidelines**.
- Supporting with arranging **travel logistics**.

- Maintaining confidentiality and handle sensitive information with **discretion and professionalism**.
- Supporting the wider team as needed.

Your Knowledge and Skills:

Essential

- **Articulate, engaging and accurate communication skills**, both written and verbal, with the ability to communicate confidently and effectively with a wide variety of stakeholders.
- **Excellent organisational skills**, with the ability to plan, prioritise and manage multiple tasks simultaneously to meet deadlines independently.
- Great attention to detail, particularly regarding visual presentation, grammar, and punctuation.
- Proficiency in MS Office applications, with strong digital and IT skills.
- Diligent, conscientious, and reliable.
- Proven administrative experience.

Desirable:

- Experience using Website CMS (WordPress) would be an advantage, but full training can be provided.
- Experience troubleshooting IT issues.

Benefits of working with us

- 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.
- Rural office base.

Line Management: This position reports to the Communications Manager.

Overseas travel: Opportunities may be available but are not essential to the role.

Location: Near Church Stretton, Shropshire.

Starting salary: £24,000 - £27,000.

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 by **midday on Friday 25 October** 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.