

**The Institute of Business Ethics (IBE) is seeking an Administrative Assistant to assist the Operations manager in all aspects of office management.**

**Role:** Administration Assistant **Salary:** £21,500 p.a

**Hours:** 9- 5 Permanent full time

**Location:** Victoria

**Purpose:** This role will provide operational and administrative support to the Operations Manager in the maintenance and management of key elements of the organisation. Operational analysis and the implementation of robust controls and procedures where required.

**The role**

<b>General Admin</b>	Database administration Assist Operations Manager with Finance Administration Make travel arrangements for Director and other team members as required Franking & sending post each day Photocopying and printing as required, including overseeing maintenance of photocopier Ensuring office supplies (stationary and refreshments) are properly stocked Ensure Office & Kitchen areas are kept tidy Filing Answering phones Dealing with email enquiries via Orders, Info & Contact Us Mailboxes Oversee office recycling General administrative support as required by other team members Any other duties within your remit
<b>Meeting Admin</b>	IBE Meeting Room set-up/clearing up and refreshments for Trustees meetings, Director meetings, and internal meetings, including managing room bookings.
<b>Subscribers</b>	Process Individual Subscriber applications, renewals and non-renewals Process Corporate Subscriber applications, renewals and non-renewals Raising invoices or receipts, processing payments as required Work with Operations Manager & Team to keep subscriber information updated on the database and website Send Welcome packs to new subscribers Distribution of new publications to subscribers
<b>Accounts</b>	In association with the Bookkeeper and Operations Manager: Raising invoices/receipts against orders received, subscription renewals and new subscribers Process credit card payments

	Check reconciliation with Bookkeeper, for approval by Operations Manager and Director Assist Operations Manager with Petty Cash reconciliation
<b>Publications Administration</b>	Distribution of new publications to subscribers and British Library Order processing, (including raising invoices/receipts) processing payments and distribution Update database with distribution information Process Amazon and other online orders Maintain inventory spreadsheet Stock taking Printing publications when printed in-house
<b>Trustees &amp; Council liaison</b>	Assist the Operations Manager to prepare trustees papers to send out in advance of meetings. Keep contact details updated on the CRM and website and prepare meeting room as and when necessary.
<b>Promotion of IBE</b>	To help promote the activities of the IBE to a wide audience helping to fulfil the charitable aims of the Institute through raising awareness and spreading best practice

**Candidate Profile**

**Technical requirements**

MS Office, including good knowledge of databases (CRM system), PowerPoint, and website administration using CMS

**Relevant candidates will be able to provide evidence of:**

- Minimum 2 years relevant work experience
  - Confident, articulate and well presented, with a professional telephone manner
  - General administration experience required
  - Excellent computer and IT knowledge, including MS Office package and database experience
  - Exceptionally good organisational skills
  - Excellent attention to detail and accuracy in data-entry, documentation, messaging and reporting is essential
  - Excellent written and spoken English, an additional language (s) would also be an advantage
  - Ability to use own initiative and work under minimum supervision
  - Proactive, flexible and responsible attitude
  - Good sense of humour and the flexibility and initiative to deal with any other tasks which arise in order to ensure the smooth running of the office.
  - Team player with a willingness and flexibility to turn hand to whatever may come up in a small team environment, from creating a presentation to serving refreshments and washing up-a "hands-on and happy to help wherever and whenever needed" type of approach
- All applicants must be eligible to work in the UK

**Holidays**

Pro rata to 25 days p.a. plus statutory holidays

**Benefits**

Employer's Pension contribution

**Closing Date**

17:00 hrs on 31 January 2019

**Applications**

To apply please send your CV with a supporting statement, detailing your interest and how your specific experience relates to the above listed criteria, addressed to:

Judi Wright  
Operations Manager

Institute of Business Ethics  
24 Greencoat Place  
London SW1P 1BE Email: [info@ibe.org.uk](mailto:info@ibe.org.uk)

NB: Shortlisted applicants will be contacted after the closing date with an invitation to a first interview. If you have not been contacted by [date], then please assume that you have not been successful.

First interviews of shortlisted candidates will be arranged for Monday 11 and Tuesday 12 February 2019 at the IBE's offices

The IBE is an equal opportunity employer and does not discriminate on any grounds.

#### **About the IBE**

The Institute of Business Ethics raises public awareness of the importance of doing business ethically. Established in 1986 by business people it has grown to be a leader in its field encouraging high standards of business behaviour based on ethical values, we help organisations strengthen their ethical culture through the sharing of knowledge and good practice.

A registered UK charity, working globally, our work is supported by subscriptions from companies, associations and individuals. As well as financial support, subscribers make a positive contribution to the work of the IBE through the sharing of good practice and experiences of ethical issues. Our corporate subscribers give us a global perspective: they include a third of the FTSE100, and overseas based multi nationals representing every sector, and ensure our work is practical and challenging.

#### **Purpose**

Our purpose is to promote high standards of business practice based on ethical values.

#### **What we do**

We support and guide organisations to strengthen their culture and encourage high standards of business behaviour based on ethical values. We assist at board level and at the practitioner level with the development, implementation and embedding of effective and relevant corporate ethics strategies, policies and programmes. We help organisations to provide guidance to staff and build relationships of trust with their principal stakeholders. We raise public awareness of the importance of doing business ethically. We collaborate with other UK and international organisations with interests and expertise in business ethics. We work with the HEI sector to encourage the teaching of business ethics and run an annual student essay competition.

Further information about the IBE and its activities and publications can be found on our website [www.ibe.org.uk](http://www.ibe.org.uk)