



JOB DESCRIPTION

ROLE DETAILS	
Job Title	Administration Assistant to the Executive Office
Reporting to	Executive Office
Contract	Part-time, three days a week
Start date	ASAP
Location	London/Hybrid
Direct reports	1
JOB PURPOSE	
<p>To support the Executive Office with a variety of administrative tasks to contribute to the efficiency of the organisation by providing personalised and timely support to the Executive Office.</p> <p>The role will ensure efficient and proactive calendar management, organisation and management of travel schedules and all travel logistics and ensure the smooth set up and running of meetings.</p> <p>The Assistant will work closely with and support the Executive Director, the Director of Operations and the Executive Officer. The Assistant will be proactive and able to use their initiative to manage complex diaries and thrive in a fast-paced organisation.</p>	
ABOUT RJC	
<p>The Responsible Jewellery Council (RJC) is an international global standards and certification organisation. It has more than 1,700 member companies that span the jewellery supply chain from mine to retail. RJC Members commit to and are independently audited against the RJC Code of Practices – an international standard on responsible business practices for diamonds, coloured gemstones, gold, silver and platinum group metals. The Code of Practices addresses human rights, labour rights, environmental impact, mining practices, product disclosure and many more important topics in the jewellery supply chain. RJC also works with multi-stakeholder initiatives on responsible sourcing and supply chain due diligence. The RJC's Chain-of-Custody Certification for precious metals supports these initiatives. Through the implementation of the COP and CoC members contribute towards the 17 Sustainable Development Goals of the United Nations 2030 agenda. The RJC is a Full Member of the ISEAL Alliance – the global association for sustainability standards.</p>	
ROLE AND RESPONSIBILITIES	
The Executive Director and Director of Operations	<ul style="list-style-type: none">• Provide administrative support to enable the Executive Director and Director of Operations to focus on high-level leadership and strategy.• Plan, schedule and maintain short, medium and long-term calendars.



	<ul style="list-style-type: none"> • Manage all necessary travel, visa and accommodation arrangements both UK and Global with supporting logistical information and detailed travel itineraries. • Review and prioritise emails. • Organise meetings and all required logistics including setting agendas, gathering of documents and availability of appropriate technology.
Executive Officer	<ul style="list-style-type: none"> • Assist with ad hoc administrative tasks and various ongoing projects
RJC Team	<ul style="list-style-type: none"> • Make all RJC team travel, visa and accommodation arrangements both UK and Global with supporting logistical information and detailed travel itineraries.

EXPERIENCE AND QUALIFICATIONS

1.	Experience as an Executive Assistant, Personal Assistant or experience in a similar role
2.	Proficient in Excel & PowerPoint
3.	Proficient in Microsoft Office, Outlook & Teams
4.	Knowledge of SharePoint but not essential
5.	Experience in generating graphs, charts and other reporting tools and applications

KEY SKILLS AND COMPETENCIES

1.	Excellent organisational and time management skills with the ability to prioritise competing tasks and demands in a fast-paced environment
2.	Ability to work effectively both independently and in a team including when under pressure to meet tight deadlines
3.	Excellent communication skills, both verbal and written
4.	Exercise discretion when dealing with confidential matters
5.	Impeccable attention to detail
6.	Ability to maintain a positive, courteous, and professional demeanour
7.	Ability to use sound judgment and experience to ensure effective administrative and operating processes are implemented and maintained

EQUAL OPPORTUNITIES

The RJC believes one of the fundamental ingredients of running a successful organisation is the provision of a working environment which is truly representative of all sections of society and for each employee to feel respected and to be able to bring their true and unique selves to work.

The RJC's policy is to provide equality, fairness and respect for all in our employment and provide equal opportunities in all aspects of employment. The RJC is committed to the fair and equal treatment of applicants. The RJC is an equal opportunities recruiter and does not discriminate on the basis of gender, gender identity and expression, marital or civil partnership status, race, colour, national or ethnic origin, disability, sexual orientation, social or economic background, age or any other protected characteristic.

EMPLOYMENT BENEFITS

www.responsiblejewellery.com



This role will be entitled to 28 days annual leave per annum pro rata plus UK bank holidays (on a pro rata basis). This role will automatically be enrolled into the RJC's company pension scheme.

HOW TO APPLY

Please email your application to sara-louise.macgillivray@responsiblejewellery.com

- resume (no more than 3 pages)
- cover letter (no more than 2 pages) which address how your education and experience aligned with the position. Please indicate your starting date availability