

Position Description

Position Title	Administration Support
Employment Type	Permanent and part time – 3 days per week
Reports to	Administration Manager
Purpose	Work with the Administration Manager on routine activities, including support for processing membership applications, invoicing, records management, responding to inquiries, and general administration tasks.
Salary	A package in the order of AUD 60,000/ 36,000 Euro per annum (pro rata – 3 days a week). Taking into account experience, location, and benefits required by law in the candidate's location, such as pension and leave allowances).
Overview	This is a newly created role to support the administration of ASI's growing program on sustainability and aluminium. We are seeking someone with prior administration experience who brings attention to detail and a collaborative approach for a part-time role working with a globally distributed team.
Location	Home office, preferably based in the Netherlands. All current members of the ASI Secretariat work from a home office in various countries (Australia, Canada, China, Germany, Netherlands), collaborating as a virtual team with periodic in-person meetings.
Terms of Appointment	ASI is an equal opportunity employer. We support flexible, home-based working, and so the pattern of daily working hours may vary according to operational and personal needs. ASI works across different time zones, and early morning or evening work may be required occasionally to connect with the team and our stakeholders.

About Aluminium Stewardship Initiative (ASI)

The Aluminium Stewardship Initiative (ASI) is a dynamic and ambitious organisation dedicated to the responsible production, sourcing and stewardship of aluminium globally. Our vision is to maximise the contribution of aluminium to a sustainable society.

We have a global multi-stakeholder membership of more than 140 organisations, comprised of companies throughout the aluminium value chain from mining, recycling and downstream use sectors, civil society organisations, associations and other supporters.

Our core focus is the ASI Certification program which aims to promote improvements in the key environmental, social and governance impacts of aluminium through credible standards and independent assurance.

ASI is incorporated in Australia as a non-profit organisation and Registered Charity, and is run by a dedicated and globally distributed Secretariat. More information on ASI can be found at: www.aluminium-stewardship.org

Key duties and responsibilities

The position will include the following responsibilities:

- Support the ASI Administration Manager in ASI's various administrative activities
- Processing ASI membership applications, including reviewing for accuracy and completeness
- Issuing membership and other invoices when required
- Updating ASI's customer relationship management (CRM) database
- Following up or internally re-directing general inquiries to ASI
- Liaising with ASI members and auditors when required
- Organising travel and meeting arrangements when required
- Records management for administrative activities
- Other duties as agreed and as the role may evolve
- General
 - Work within ASI's policies and procedures
 - Gain a general understanding of ASI's standards and assurance processes
 - Promote quality and continuous improvement in ASI's activities
 - Work collaboratively with key external stakeholders and partners
 - Support the broader work of the ASI Secretariat in relevant workstreams

Desired skills and experience

We are looking for an experienced team member with:

Experience:

- Demonstrated administration experience that is relevant to the position duties and includes customer service
- Experience with cloud-based collaboration tools
- Experience with the Insightly CRM is desirable
- Experience with QuickBooks is desirable
- Experience in a membership organisation and/or not-for-profit organisation is desirable
- Experience with an organisation connected to industry compliance, sustainability, and/or the aluminium value chain is desirable

Skills:

- Excellent business communication skills in English
- Additional language competencies are highly desirable, particularly German and Japanese

- High level of inter-personal skills, in particular cross-cultural communication
- Strong values of accuracy and attention to detail in your work
- Very good organisational abilities
- Proficiency with MS Office and other business tools
- Collaborative approach to teamwork and projects
- Ability to work with remote management and a decentralised team

How to Apply

Email to gia@aluminium-stewardship.org with “ASI Administration Support” in the subject line by 8 December, 2020 with **one PDF file** containing:

- resume (no more than 2 pages, no photos)
- cover letter (no more than 2 pages) which address how your education and experience align with the position. Please indicate your starting date availability and where you learned about the position.

Start date

We hope to conclude the recruitment process to enable the successful candidate to commence in **January or February 2021**.

Important to note:

- All candidates must have authorisation to work in their designated home country.
- Preliminary interviews will be conducted through web-based conferencing. Short-listed candidates will also be asked to provide the names and contact details of two professional references. Incomplete applications will not be considered.
- The offer is also subject to satisfactory pre-employment checks.

ASI is an equal opportunity employer, committed to being inclusive in our work and decision-making process and where diversity is valued.

If you have accessibility requirements or require additional support to participate in our recruitment and selection process, please contact Gia on gia@aluminium-stewardship.org