



Group Administrator (Map of Agriculture)

Company background

The Map of Agriculture is an exciting technology company with a growing international team. Recognising the increasing size of the team and the rapidly developing and complex platforms and products we interact with, we are searching for a highly organised, dynamic and personal Group Administrator to operate across the group, bringing with them administrative, HR and legal expertise to support the management team in continuing to develop the company.

Role

Executive Support

Supporting the company management you will be responsible for taking confidential minutes of meetings, including Advisory Board & AGM, budget approval and general management meetings. You will assist with the creation of business reports (esp quarterly reports for investors) and the production of fund-raising documents as well as assisting with financial audits and other compliance processes. You will collaborate closely with the management team to help plan and work on integration of strategic deals, including network partnerships and mergers. You will also oversee all office administration and organisation, including: arranging hotels & itineraries; coordinating expenses reimbursement; purchasing supplies; overseeing internal systems and distribute regular, accurate and timely reports. meetings.

People Development/HR

The Group Administrator will play a critical role in the management of HR and People Development and work with the Management Team in maintaining HR goals for hiring, training and staff developments. You will coordinate internal training in our products and the legal and compliance frameworks in which we operate as well as in our software tools, develop individual training plans with managers. In conjunction with other members of the People Development team you will help execute the 'People Strategy'. Specifically, you will be responsible for the organisation of Thomas Intl. Job descriptions and individual profiles. You will be the central contract for HR admin and will coordinate closely with external HR support and maintain the HR records. You will support the team with the transition to an electronic HR solution including with system maintenance and installation.

Events and Meetings

The Group Administrator will support the Marketing and Communication team in running a series of events ensuring Map of Agriculture's attendance at industry events. You will coordinate and organise the UK meetings, including monthly management meetings, offsite meetings and training.

Legal and Risk

You will also assist with the design, maintenance and execution of IP and governance strategy and interact with law firms to generate quotes and ensure template documents are in place. Using template documents, you will prepare staff, clients, and partner contracts, NDAs and other legal documents and ensure these are accurately executed and appropriately filed and managed. You will ensure a proper approval process for all transactions.

Candidate profile

Required skills

- Good written, oral and electronic communication
- Ability to effectively communicate across the team as well as externally with clients and suppliers
- Good time, space and task management
- Good interpersonal skills
- Proactive approach to all tasks with the ability to utilise analytical skills to understand the business to effectively interpret and anticipate needs whilst remaining adaptable and positive to change
- Proficient IT skills with basic office packages
- Previous experience working within an administrative/PA/Management role
- Experience in the management and usage of an electronic HR system
- Competent team player who supports co-workers
- Good academic track record, with a degree in a relevant subject

Desired skills

- Ability to read, write and speak Spanish at a Business level
- CIPD Level 3 qualification or equivalent HR administration experience
- Experience in the installation and design of an electronic HR system
- Experience in drafting job descriptions and individual profiles

Compensation

The successful candidate will be competitively compensated, with details depending upon skills and prior experience.

Location and Travel

Depending on the situation and preference of the candidate and the needs of the company the successful candidate could be based in either the company's Oxford UK or in the Woodbridge UK offices. The nature of the position allows part-time hours to be considered, and the role may potentially be split between the two locations.

Applications

- To apply, please send your CV and a covering letter to Charles Elworthy at Charles.Elworthy@MapOf.Ag and Rebecca.Lewis@MapOf.Ag
- Please place "Application – Group Administrator" at the start of the subject line
- Please cc. to UKrecruitment@MapOf.Ag
- Entries will close at noon UK time on Wednesday 10th May 2017