



ADMINISTRATIVE ASSISTANT

Job Description

The Administrative Assistant role is a part-time position at the International Aluminium Institute (IAI) to assist and support the IAI Secretariat team with a wide range of administrative tasks.

This role is offered as a permanent part-time position for 15-20 hours per week which can be split across 5 days, or 2 / 2.5 full days. This position represents an exciting opportunity for somebody looking for a varied administrative role with flexible hours.

The successful applicant will form part of a high-quality team of professionals based in London (who are currently hybrid working) and will work with global companies at the forefront of the aluminium industry.

Administrative Assistant

Location

The IAI offices are based in St James's, London. The IAI offer hybrid working options including the ability to work partly from home – if this is desired, the successful applicant should have a good set up to be able to work from home (i.e., a desktop or laptop computer with web cam and audio, along with a reliable and fast WIFI connection. They must also be easily contactable).

Purpose

The purpose of the role is to assist the IAI Secretariat by carrying out a wide range of tasks across the IAI's work programme, in particular assisting the Manager – Corporate Services in the areas that they manage such as central administration, office, events and digital platforms.

Duties

The duties of the IAI Administrative Assistant include:

- First point of contact for phone and central email enquiries, and redirecting accordingly;
- Managing contact lists on multiple platforms;
- Managing SharePoint filing and Staff Calendar;
- Liaising with the building management company on planned fire drills, contractor visits, etc, and communicating this to IAI staff;
- Ensuring stationery and office supplies are stocked up, and ordered as directed;

- General office housekeeping;
- Organising staff socials;
- Working closely with the Manager – Corporate Services as directed in the areas of Office management and H&S, Events, Projects, IT/Websites.
- Ad hoc tasks to support the IAI Secretariat as required to gain a better knowledge across all IAI work areas (e.g., Safety reporting support for Health).

Key relationships

The IAI Administrative Assistant will maintain central admin and predominately work with the Manager – Corporate Services to provide overall support to the IAI office and team. They will also work with all IAI Staff to support them as required. They will also work with member companies, industry collaborators and other partners.

Personal qualities

The IAI Administrative Assistant will have the following qualities:

- Proficient user of Microsoft Office suite.
- Excellent command of English language.
- Self-sufficient in producing reports and correspondence.
- Ability to work remotely as part of a team.
- Willingness to learn and grow in the position.

Salary

A salary appropriate to the skills and experience of the successful candidate will be negotiated in the expected range £24-£26k per annum (pro rata).

About the IAI

The International Aluminium Institute (IAI) is the only body representing the global primary aluminium industry.

The IAI was established in 1972. Current IAI membership includes global bauxite, alumina and aluminium companies in all the major producing regions. While the Institute works closely with the national and regional aluminium associations, with which it shares many members, the associations themselves are not members of the IAI.

Through the IAI, the aluminium industry aims to promote a wider understanding of its activities and to demonstrate both its responsibility in producing the metal and the potential benefits to be realised through its use in sustainable applications and recycling.

Aluminium producing companies are eligible for IAI membership, which brings benefits including access to performance benchmarking data and industry trend modelling as well as the opportunity to lead and engage in global industry initiatives on issues of common interest.



The work of the IAI is overseen by its Board of Directors, with each member company having a representative at senior management level, usually the chairman or CEO.

The Board of Directors meets twice a year, with all members entitled to vote and representation at the Annual General Meeting.

With a focus on international and industrywide issues, IAI's global wide-ranging role, which is both proactive and reactive, is:

- To inform and build community understanding of aluminium as a material that improves living standards and contributes to a sustainable future.
- To promote the global market for aluminium products.
- To support the industry in meeting challenges from competing materials, customers and other stakeholders based on production impacts

The IAI's key objectives are:

- To increase markets for aluminium products by raising awareness of their unique and valuable qualities.
- To be the global forum for aluminium producers on matters of common concern and to co-operate with regional and national aluminium associations efficiently and cost effectively.
- To identify common issues in the production, use and recycling of aluminium, which are of potential concern to the membership and to promote appropriate responses, including research.
- To encourage and assist continuous improvement in healthy, safe and environmentally sound production.
- To collect, analyse and publish/disseminate statistical and other information on the industry.
- To communicate the views and positions of the aluminium industry to international agencies and other stakeholders.

The IAI is a UK-based company with a registered office in London. It is overseen by its Board of Directors. Each member company has a representative at senior management level, generally the Chairman or CEO, on the IAI Board of Directors. The Board meets twice a year, and all members are entitled to vote and to be represented in the Annual General Meeting.

The IAI operates a number of Committees which provide direction, and input from members, on the work of the IAI. These Committees include Communication & Promotion; Environment & Energy; Health; and Bauxite & Alumina.

Staff

The IAI has 8 members of staff, comprising:

Miles Prosser, Secretary General

Pernelle Nunez, Deputy Secretary General, Director of Sustainability

Marlen Bertram, Director – Scenarios and Forecasts



Nadine Faldo, Manager – Finance & Statistical Reporting
Lavinya Kugaswaran – Environment (Bauxite & Alumina) Program Manager
Paul Marsh – Health, Safety & Environment Program Manager
Sarah Novell, Manager – Corporate Services
Linlin Wu, Manager – Statistical Analysis

In addition to this, we have Adisa Amanor-Wilks, our Communications Consultant, and Anthony O’Doherty, our IT Consultant.

To find out more about the IAI Secretariat, please visit [Meet the Team](#).

Further Information

To find out more about the IAI – please visit: international-aluminium.org.

Applications

To apply for the position, please provide a short CV and covering letter by **25th November 2022**, to Sarah Novell, Manager – Corporate Services. Email: novell@international-aluminium.org.

The International Aluminium Institute is also recruiting a part-time Data Management Assistant position. If you are interested in both roles on a 4-day or full-time basis, please apply indicating whether you are applying for the Administrative Assistant role only, or both roles on a full-time basis.