

CAREER OPPORTUNITY: ICMP Head of Operations

About ICMP

ICMP is the global trade body which represents music publishers' interests worldwide.

ICMP's membership comprises 51 national associations from across Europe, North and South America, Africa, Australasia, the Middle East and Asia-Pacific, as well as the leading Independent and multi-national music publishing companies around the world.

Among ICMP's missions are to serve its members' interests as a global network; advocate to international institutions; realise an optimum environment for the music sector; consolidate global positions on industry crucial issues.

Title of Role

ICMP Head of Operations.

Role Outline and Main Responsibilities

The successful applicant will have the opportunity to work in a dynamic, fast-paced and global trade body which works across many companies, cultures and work topics.

We are looking for a specialist in administration, logistics and coordination to be responsible for the overall, smooth running of the ICMP Secretariat. The role will be based in Brussels, requiring occasional travel.

- **Coordination of Secretariat's operations:**

- Responsibility for the Secretariat's forward planning, working in close coordination with the Director General;
- Planning and delivery of external events, for members and in conjunction with international partner organisations;
- Correspondence with, among and behalf high-level and chief executives, frequently dealing with confidential communications requiring careful management and discretion;
- Coordination and management of the annual schedules, events and meetings of our staff and global membership.

- **Budget administration:**

- Point of contact for external business relations and responsibility for negotiation and purchasing of resources from suppliers;
- Responsible for liaising with ICMP Director General to coordinate and ensure timely delivery on all received external invoicing and business transactions;
- In conjunction with the Director General, plan membership fee invoicing, ensure receipt and maintain payment logs.

- **Logistics:**

- External point of contact and schedule management for Director General and executive staff;
- Planning and coordination of staff's travel requirements;
- Coordination with international venues, hotels and suppliers for arranging business meetings and events.

- **Client and external relations:**

- Liaising and negotiating with suppliers, retailers and external business partners;
- Responsible for the organisation's communication with international institutions and other industry organisations;
- Working proactively to efficiently deliver on, respond to and facilitate our member companies and organisations' requirements;

Academic qualifications

- A high-level, internationally recognised Diploma or Bachelor (BA) degree (or academic points equivalent) in Business Administration or related field, *or a* Certified Administrative Professional qualification via the International Association of Administration Professionals.
- Postsecondary training or associate degree qualifications will also be considered.
- Demonstrable extensive professional experience is the highest value asset.

Professional Skills

The successful applicant will have:

- A minimum of 6 years' professional experience working in a relevant industry or comparable professional environment.
- The highest standards of discretion and confidentiality observance.
- A highly dedicated attitude and driven to make a key contribution to a growing organisation.
- An uncompromising eye for detail.
- First class verbal and written communication skills.
- Outstanding organisational skills and a 'delivery' mindset.
- Proven experience in managing the administrative requirements of a busy, small team.
- Proficiency in MS suite (Office, Excel) and management software.
- First class time management and adaptability skills. Particularly able to work to tight deadlines and multi-task within a fast paced environment.
- Proven experience as proactive and having delivered complex tasks within an international business environment.
- Able to work independently, while frequently supporting our public affairs, legal and directorate staff.
- Someone always keen to evaluate our methods and ask: *'how can this be done better?'*

Languages

Fluent English, both written and spoken, is essential. Proficiency in one or more other languages (particularly French, German and Spanish) is a competitive advantage, but not mandatory.

Outline of terms

- Salary negotiable based on experience.
- The contract will be full-time and open-ended.
- The terms of employment will be as a service agreement.

How to apply

Submit:

- Your professional CV (max. 2 pages; in .PDF format) and;
- A cover letter (max. 2 pages; in .Doc format)

to recruitment@icmp-ciem.org Mark clearly in subject line: 'Application: ICMP Head of Operations'. Applications must be received by ICMP by **Friday 29 May 2020, 2pmCET**.

Due to the volume of applications, we apologise in advance that only shortlisted applicants will be contacted.