



Intern – general administration

Remuneration:	London living wage set at £10.55 per hour
Term:	Fixed term for 6 months
Working Hours:	3 days a week, 9am to 5pm with 1 hour lunch
Location:	Chancery Lane, London
Start date:	As soon as possible

This is an exciting internship opportunity with a pioneering social enterprise.

Established in 2004, Zaytoun is the UK's leading brand of fairly traded Palestinian produce. Products include the world's first Fairtrade olive oil, za'atar, maftoul, freekeh, almonds and Medjoul dates.

Zaytoun is a Community Interest Company, a social enterprise founded to support Palestinian farmers through fair trade. In addition to the economic opportunity, we market a tree planting programme, conduct tours to visit Palestine, and a Fairtrade Fortnight producer tour, all of which aim to connect producers to consumers, and celebrate Palestine's rich cultural and culinary heritage while raising awareness of the hardships faced by farming communities living under occupation. 100% of our profits are reinvested into furthering this mission.

As of 31st December 2018, our turnover was over £1.4 million. The company currently employs a staff team of 3 full time and 3 part time employees. The small team works closely together on a collaborative basis, and is governed by a board made up of six directors, two of which are executive directors.

Now in our 15th year in business, we have sold 1000 tonnes of products totalling over £10m.

Recent awards for Zaytoun

2015 Winner - Social Enterprise UK Award for International Impact

2016 Winner - Fairtrade International Award for Global Trader

Recent awards for Zaytoun products

2014 Runner up - Fairtrade Foundation Award for Nation's Favourite product for Fairtrade olive oil



- 2016 Winner - Ethical Consumer Best Buy for Zaytoun organic olive oil
- 2016 Finalist - Soil Association's Best of Organic Market (BOOM) award for olive oil
- 2017 Finalist - Soil Association's Best of Organic Market (BOOM) award for olive oil
- 2017 Winner - Great Taste Award for freekeh
- 2017 Winner - Great Taste Award for organic maftoul
- 2018 Winner - Great Taste Award for Jericho's Finest range of Medjoul dates

Role responsibilities

This is a new role to give support to the office team, which will entail working all members of the team on a wide variety of tasks which will include but are not exclusive to:

- Populating our database
- Liaising with the web developer to update our website
- Taking calls and processing customer orders
- Liaising with the warehouse
- Following up on customer service enquiries
- Supporting the finance manager with stock and bank reconciliations and other financial management tasks
- Posting parcels
- Other administrative tasks

The tasks listed above are a rough outline of the responsibilities; we work in a small team within a dynamic environment and require our team members to be flexible and adaptable to change.

Requirements

- Enthusiasm for Palestine, fairtrade and our mission in general
- IT literacy
- Organisation skills
- Good phone manner
- Adaptability and flexibility
- Initiative and drive
- University undergraduate or graduate

To apply

Please apply by sending a CV and covering letter outlining why you would like to intern at Zaytoun to manal@zaytoun.org by 5th April. Interviews will take place mid-April.