

Title: International Administrative Lead
Reports to: VP, International
Job Type: Full-Time Position
Location: Remote – UK or EU, with some travel expected for MAG events
Application: Apply for this open role [here](#)

Job Summary

The International Administrative Lead will play a vital role in supporting and managing the execution of various administrative and support tasks within the Merchant Advisory Group (MAG). Responsibilities include coordinating meeting and appointment schedules, managing the execution and retention of contracts, documenting and distributing meeting minutes, and communicating among stakeholders to ensure successful coordination and delivery of team objectives. This role requires a proactive nature, attention to detail, and the ability to collaborate effectively with cross-functional teams. The ideal candidate will have a background in administration and support and the capability to adapt to a dynamic work environment.

Responsibilities

1. INTERNATIONAL ADVISORY ACTIVITIES

- Manage schedules, itineraries, and agendas for all international advisory activities.
- Manage international advisory communications and onboarding new advisory members.
- Distribute advisory communication on behalf of the VP, International as needed.
- Arrange meetings between VP, International and International advisory members as needed.
- Manage active agenda items and follow-ups with International advisory members.
- Ensure all corporate guidelines, policies, and meetings are followed.

2. MEMBER & SPONSOR RELATIONS

- Support member and sponsor business development leaders in setting up introductory meetings with prospect members and sponsors as needed.
- Schedule introductory meetings between VP, International and new members/sponsors or member/sponsor prospects.
- Support membership and sponsorship renewals and onboarding.

3. SCHEDULING & TRAVEL ARRANGEMENTS

- Assist international team members with scheduling meetings as needed.
- Assist VP, International with administrative needs including calendar, travel arrangements, presentations, and other related administrative tasks assigned.

4. ADMINISTRATION

- Oversee/participate in on-site administrative tasks at MAG events.
- Facilitate execution, filing, and maintenance of non-disclosure agreements and other MAG contracts.

- Schedule meetings and prepare agendas and supplements for advisory meetings and task forces.
- Attend advisory and task force meetings to record minutes.
- Attend MAG staff meetings.
- Responsible for managing action items and projects as assigned.
- Facilitate effective communication between project teams, stakeholders, and relevant departments to ensure clarity and alignment.

5. EVENTS

- Coordinate calendar appointments with speakers, panelists, and MAG staff for purposes of planning and preparation for MAG international events including conferences, working groups, and education sessions.
- Facilitate Legal Counsel scheduling and needs.
- Provide Staff coverage during live events as needed.
- Manage guest invitations for conferences.
- Manage pop-up meeting room schedule for staff and board members.
- Support of conference-related efforts (i.e. members not registered, etc.).

Qualifications

- 1 to 3 years of experience in administration
- Superior written and oral communication skills
- Excellent organizational skills
- Superior skills in customer service
- Excellent skills with Microsoft Office Suite
- Ability to work effectively in a fast-paced, dynamic environment and adapt to changing priorities

About the MAG

The Merchant Advisory Group (MAG) plays a vital role in helping merchants and the industry shape innovative approaches to payments. Providing unparalleled collaboration and networking opportunities for merchants and sponsors, the MAG collaborates with industry stakeholders and advocates for merchants' interests. The MAG represents over 150 U.S. merchants which account for over \$4.8 Trillion in annual sales at over 580,000 locations across the U.S. and online. Roughly \$3.5 Trillion of those sales and over 100 billion card payments are electronic which represents approximately 62%* of total U.S. card volume. MAG members employ over 14 million associates.

**Source of Total U.S. card volumes: Federal Reserve Payments Study 2019*

The Merchant Advisory Group is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, gender identity, national origin or ancestry, age, disability or veteran status or other protected status.