



THE GLOBAL STANDARD
FOR LIVESTOCK DATA

Administration Officer

The International Committee for Animal Recording is looking for a dynamic, proactive Office Manager to keep daily operations running smoothly and deliver smart, reliable services to the ICAR community

About the role

We're looking for a proactive and well-organised Office Manager to support the smooth running of ICAR activities and operations. In this varied role, you'll be at the heart of a small, collaborative, and friendly team, keeping administrative processes, events, and certification support running effectively.

What you will do

- Manage the day-to-day activities and smooth functioning of the association secretariat
- Act as the contact point for certification and validation services
- Manage the administrative tasks of the certification process
- Support the full lifecycle of agreements with test centres and manufacturers (contract drafting, signature, and follow-up)
- Handle invoices and expenses and ensure accurate financial records
- Support the ICAR team by coordinating other administrative, financial, and organisational tasks
- Maintain contact databases and documentation, and contribute to improving internal processes and the smooth running of office operations
- Support internal and external communication, including event organisation

Role focus

Administrative backbone of the ICAR secretariat

Who you are

- Relevant education or experience in business/office administration, basic financial administration, operations management, or any field pertinent to the job description
- Excellent English, with any additional languages
- At least one previous experience in administration, finance, or a similar supporting role
- Strong organisational and prioritisation skills with attention to detail
- Good communication and interpersonal skills; you are member-customer-oriented
- A team player who enjoys working in a small, international, and collaborative environment
- Strong IT literacy and a good understanding of digital tools and platforms
- Familiarity with contracts, invoicing, or certification processes is a plus
- Interest or background in animal farming is an asset

Benefits

A varied role with real impact across the organisation, in a supportive and collaborative team, with flexibility and homeworking allowed. We offer a full-time or part-time (75- 80%) contract for an indefinite time under Belgian, Dutch, or Italian law.

Location & working arrangement

Depending on the candidate's country of residence in the EU, homeworking is expected to be 100%, with some travel for annual and team meetings. Conditions will be tailored to the candidate's experience and country of residence.

We will consider the conditions based on the candidate's experience and country of residence.

Application deadline: 22 September 2026

How to apply

1. Prepare a cover letter and CV. Applications without a cover letter describing your motivation will be discarded.
2. For questions and to submit your application, contact Ana Granados at ana@icar.org

Equal-opportunity statement

We value diversity, and we strive to create an inclusive and supportive work environment where all employees feel respected and supported in reaching their full potential. Throughout the selection process, we are absolutely committed to providing equal opportunities for everyone

Who we are

ICAR is the global provider of independent, internationally recognised Standards, Guidelines, Certification, and Validation services for animal identification, recording, and evaluation. It provides an open yet secure network for sharing, learning from, and interacting with fellow members, service providers for farmers, breeders, scientists, manufacturers, and other stakeholders to shape the universal language for sustainable livestock, ensuring consistency, integrity, and interoperability of animal data across livestock systems.

With over 130 members in more than 50 countries, ICAR is an international organisation with a team of 5 people from diverse nationalities, skill sets, and backgrounds who support the work of members, experts, and partners. We are now seeking to strengthen the team as part of our development strategy.