

THE ASIA FOUNDATION PHILIPPINES
Position Description

TITLE: Office Administrative Manager

UNIT: Philippine Office

REPORTS TO: Deputy Country Representative

SUMMARY OF JOB RESPONSIBILITIES

This position will be primarily responsible for ensuring efficient and effective delivery of services in the areas of office administration and information management. Other duties include procurement and purchasing, statutory office registrations and insurance, asset tracking, importation and exportation, office maintenance, and other tasks as they arise. Depending on applicant strengths and competencies and broader review of office administrative roles, this position will potentially oversee up to three administrative staff.

Communications:

- Internal: Interaction with all Asia Foundation Staff
- External: Interaction with partners of the Foundation, Foundation vendors and suppliers, government institutions, internal and external auditors.

Commented [EG1]: Font/format

REQUIREMENTS

Experience:

At least 5 years work experience in office operations and management, administration and/or logistics, preferably in an office administrative manager capacity

Education:

Graduate of a Bachelor's degree program; Master's degree an advantage.

Other:

- Excellent verbal and written communication skills in both English and Filipino
- Strong time management and organizational skills
- Strong attention to detail and ability to multi-task
- Knowledge of MS Office package, SharePoint, and other programs as related to work planning and organization
- Familiarity with procurement processes and procedures
- Knowledge of the Philippine NGO community and government agencies preferred
- Knowledge of USAID or other international donor agency requirements and regulations preferred

JOB FUNCTIONS

- Oversees Foundation information management, including administrative and general filing and SharePoint as applicable, in coordination with GIS and relevant units
- Foundation asset custodian, overseeing asset registry, inventory, and ensuring up to date tracking and appraisal of assets, managing the disposal of Foundation assets and equipment as related to project closeout and other
- Responsible for ensuring updated statutory registrations (i.e. business permit, SEC, BIR etc.) for the office including field offices, as needed
- Supervises procurement and commercial processes of the Foundation across various units, ensuring process and assisting in surge support as needed
- Responsible for lease contracts and management of Foundation office space
- Responsible for the general insurance administration of the Foundation
- Responsible for the tax-free importation/exportation of Foundation vehicles and other effects including coordination with government agencies such as Department of Foreign Affairs, Bureau of Customs, Department of Finance, etc.
- Oversees office upkeep, maintenance and cleaning services
- Responsible for office moves, warehousing, shipping, and other logistical efforts
- Serves as coordinating resource for office management in field offices
- Assists in crafting an annual operating budget for submission to Finance
- Supervises staff including logistics officer, executive assistant, and front desk assistant
- Other duties as assigned by the Country Representative and Deputy Country Representative

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be adjusted from time-to-time following discussion with the post holder.

Prepared by: Deputy Country Representative and Human Resources