



Administrative Manager – Global Operations

Vital Strategies

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and Multi-drug resistant tuberculosis treatment research. Our programs are concentrated in low- and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

Vital Strategies is seeking qualified candidates for the position of Administrative Manager who will report to the Vice President of Global Operations. This is a full-time position based in New York. Applicants must possess a valid working permit to work in New York.

Specific Duties

OFFICE MANAGEMENT

Directly manage and oversee the Front Desk Coordinator for the New York facility.

- Ensure the Coordinator runs an effective roster of reception coverage.
- Ensure the Coordinator keeps all common spaces well stocked and maintained.
- Ensure visitor management and building protocols are up to date and well communicated.
- Guide the Coordinator to ensure the building management company appropriately supports staff and visitor needs in the New York facility.
- Guide the Coordinator to engage event planners to coordinate planning around large meetings and events, supporting efforts to trouble-shoot conflicts, and provide tools and mechanisms to smoothly coordinate events held at the New York facility.

Directly manage and oversee an Operations Officer to support global operations divisional work.

- Guide the priorities and coordination of the Operations Officer's commitments.
- Oversee division wide reporting efforts to produce data and communication materials.
- Oversee reports developed to inform team efforts around streamlining internal processes, and ensuring the delivery of high quality operational services.
- Support the Human Resources onboarding process to plan for new hires based at the New York facility, and to educate new colleagues around operations teams and activities.
- Lead space planning needs for staff based in New York, engaging IT and other colleagues as needed to deliver new hires' needs in advance of their arrival on site.

- Ensure new hires are well orientated to the New York facility and their new space, including use of common spaces, emergency planning requirements, and other key operations activities.
- Lead orientation for new hires on the work of the global operations division, engaging colleagues to educate and train new hires as needed.
- Contribute as a New York counterpart to engage with new operations hires overseas.

Serve as a key contributor to the headquarters health and safety program.

- In consultation with the International Safety Manager and the building management company, coordinate and communicate routine activities related to health, safety, and security for the New York facility, including emergency preparedness planning, training, and materials.
- Ensure New York based staff receive required training and resources to respond to threats or incidents at the New York facility.
- Support efforts to engage staff in occupational health programs rolled out by the International Safety Manager.

Serve as contracts manager for operations vendor agreements at the New York facility.

- Manage implementation of 100 Broadway related vendors, services, and agreements.
- Oversee accuracy checks and payment requests for contracts related to the New York facility.
- Oversee and/or directly negotiate new vendor agreements for the New York facility.
- Ensure appropriate cycle of review and renewal.
- Support establishment of a centralized repository of operations vendors.

INSTITUTIONAL PLANNING AND STAFF ENGAGEMENT

Serve as a team lead and key contributor, as needed, to deliver global operations divisional goals.

- Lead the development of an annual program of education and training for staff globally, focused on key operations initiatives below in the first instance.
- Engage and coordinate appropriate colleagues across Vital Strategies' global footprint to support and deliver plans and training.
- Operational Compliance: lead initiative around operations policies and procedures.
- Travel Planning: lead initiative around central vs. local resources and materials
- Purchasing and Vendor Management: Lead initiative around purchasing policy and practices.
- International Onboarding: Support onboarding for new operations staff.
- Asset Management: Support development of standards to manage Vital Strategies' records, information, office products and equipment.
- Institution-wide Projects: Engage with colleagues to share information and promote coordination of projects to ensure smooth roll out to staff.

Support development and oversight of New York facility and central supplies budgets.

- Work with finance and operations colleagues to review and forecast monthly budgets, and contribute to annual budget planning cycle.



- May travel between the U.S., and other Vital Strategies locations at mutually agreed times.

Qualities and Qualifications

- A minimum of four years administrative work experience in support of an Executive
- Four-year undergraduate degree or equivalent work experience
- Experience supporting multiple managers and/or providing support to a large team
- Computer proficiency in PowerPoint, MS Word, Excel and Google
- Familiarity with Accounts Payment procedures is a plus
- Experience preparing presentations (PowerPoint primarily) for executive meetings and conferences
- Keen critical thinking skills and proactive problem-solving skills
- Detail-oriented with an ability to prioritize and handle multiple tasks at once in a fast-paced environment
- A leader and team player, with an ability to lead and be led on cross-divisional projects

How to Apply

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org indicating the position applied for in the subject line. Closing date for applications is **February 28, 2019**. Only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partners; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits; and basic life and personal accident insurance.