

Logistics Assistant

Vital Strategies

Vital Strategies (VS), based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based 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. VS is an independent affiliate of The International Union against Tuberculosis and Lung Disease (The Union).

The Position

Vital Strategies is seeking qualified candidates for the position of **Logistics Assistant**. The Logistics Assistant will be based in New York City. Applicants must possess a valid work permit to work in New York City.

Overall Role:

The Logistics Assistant will provide extensive high-level logistics support to the President and CEO of Vital Strategies. The Logistics Assistant should possess strong problem solving capabilities, anticipate the CEO's needs and ensure that all bases are covered. The suitable candidate for this role will be professional, proactive, results oriented and will thrive in its dynamic environment. Reporting to the Executive Assistant – Office of the President, h/she will assist the executive leadership with tasks such as, but not limited to:

- Coordinate closely with the Executive Assistant to ensure scheduling and travel for the CEO are arranged accurately
- Conduct advanced groundwork on the sites of meetings and conferences prior to the arrival of the CEO or executive leadership and trouble-shoot any issues
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- Coordinate travel arrangements: flight status, ground transportation, security, VIP services
- Oversight of planning logistics for domestic and international trips; assure accuracy for detailed itineraries and agendas.
- Develop relationships with event organizers to obtain detailed information on time, location, and meeting expectations of domestic and international events
- Ensure that all necessary practical arrangements have been made in venues where the CEO has speaking engagements

- Provide brief yet detailed overviews of who the President and CEO will be meeting with during his domestic and international visits as well as the nature of the meetings
- Liaise with in-country ground transportation and security to ensure the President's local travel is executed properly and safely

The Office of the President is a highly dynamic and eventful workplace that must be responsive to requests always. We thus prefer individuals who demonstrate the below competencies.

Qualifications:

- College degree and a minimum of three years' experience of logistical support to a Senior Executive
- Outstanding organizational and time management skills
- Must be vigilant to safety risks while travelling overseas
- Background in supporting senior executives who travel extensively
- Must have the ability to interact with high level officials with ease
- Fluency in French or Spanish preferred
- Polished and sophisticated demeanor
- Willingness to travel extensively overseas

Requirements:

The Logistics Assistant role is a full-time position. The candidate may be required to work some weekends during special conferences and events.

How to apply:

Please send CV and a cover letter, including salary expectations to, hr@vitalstrategies.org with "Logistics Assistant" in the subject line. Closing date for applicants: **30th June 2017**.

This position offers a permanent, full time contract. Vital Strategies offers competitive compensation 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 partner; 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; pension plan; commuter benefits and basic life and personal accident insurance.