



Administrative Assistant, Singapore

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 Union

The International Union Against Tuberculosis and Lung Disease (The Union), headquartered in Paris, France since 1920, has regional and country offices in Africa, Asia Pacific, Europe, Latin America, North America and South-East Asia. The Union provides expertise in project implementation and management, epidemiology and surveillance, and other core public health capacities on a variety of global health challenges. For more information about The Union please visit www.theunion.org and about The Union's Tobacco Control Department please visit www.tobaccofreeunion.org.

The Position

Vital Strategies is seeking a seasoned and responsible Administrative Assistant to carry out administrative and clerical tasks to support our busy office in Singapore. The Administrative Assistant is responsible for ensuring the daily office needs of an open plan office, including reception duties, managing supplies and shared facilities, and providing administrative support to approximately 15 staff. The position reports to the Operations Director – Singapore.

Specific Duties

1. Reception and Common Spaces:

Greet guests, answer phone calls, collect mail, manage meeting room bookings and reset meeting rooms after meetings. Upkeep and stock of pantry and supplies; ensure common spaces and utilities are well maintained; oversee cleaning services.

2. Time and Leave Tracking:

Onboarding and Departure Support: Work with staff to record and track time off and planned absences, such as vacation time. Support management to prepare onboarding procedures to welcome new hires and to ensure efficient and compliant process for departing staff.

3. Facilities and Security:

Work with the landlord to ensure security and maintenance needs of the physical premises.

- Support delivery of local emergency preparedness documents and training for the office. Schedule twice yearly fire drills and annual evacuation drill in liaison with the Landlord and

Operations Director.

- Implement inventory management and document retention requirements; maintain records for local office inventory, operations filing systems, and disposition of assets register, working closely with the management staff locally and with headquarters.

4. Vendor Management and Compliance:

Under the direction of operations management, support the Vital Strategies purchasing and contracting processes.

- a) Monitor, track, and purchase centralized office and kitchen supplies to ensure office is well stocked and inventory is well managed.
- b) Support management team to ensure centralized procurement policy requirements are implemented, such as purchasing approvals, workflows, and bidding procedures.
- c) Draft and monitor supplier contracts to ensure appropriate scopes of service and budgets are included, Vital Strategies and local compliance requirements have been met, and that contracts are accurate and complete with appropriate internal approvals prior to contract signature.
- d) Work closely with centralized service contractors:
 - **Cleaning contractor:** ensure services are carried out well and within contract terms.
 - **IT Contractor:** serve as point person to coordinate outsourced technical support; trouble-shoot office equipment; provide recommendation for managed equipment leases.
 - **Travel Management Company:** serve as point person of travel management company as needed; support travel related problem-solving between travel agent and traveller if required. Make recommendations for service improvement to Operations Director.

5. Project Support:

Serve as liaison for operations projects as needed. Work under guidance from the operations management team during projects.

6. Perform other ad-hoc duties as necessary

Qualities and Qualifications

- Min GCE Diploma / Degree holders in any discipline
- At least three (3) years of relevant office admin experience
- Experience managing vendor contracts, facilities, and project management preferred.
- Customer service-oriented attitude
- Strong interpersonal skills with the ability to work with remote teams
- Highly attentive to detail
- Proven ability to manage multiple ongoing tasks and long-term projects
- Patient and adaptable to fast-paced and rapidly changing environments
- Ability to prioritize tasks and work efficiently with minimal supervision
- Determination and drive to see tasks through to the end
- Demonstrated sensitivity in handling confidential information
- A global outlook; keen interest and knowledge of current affairs globally
- Possess a genuine interest in and commitment to the mission and vision of Vital Strategies
- Proficient in Microsoft Suite products (particularly Word and Excel)
- Prefer experience using ERP financial tracking systems (e.g., NetSuite)
- Prefer citizen or permanent resident of Singapore



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 **June 17, 2019**. Only shortlisted candidates will be contacted.