

# Job Vacancy

## **Senior Admin Officer**

### **ROLE SUMMARY**

The Senior Administrative Officer (SAO) is responsible for the comprehensive logistics and administration within the office, upholding effective administrative control systems to comply with government standards. The SAO coordinates all routine activities, including administration, logistics, and other related duties, ensuring that daily office operations are efficient and program operations are enhanced for quality, efficiency, and cost-effectiveness. The role includes direct supervision of support staff. The incumbent is required to strictly follow all confidentiality policies and manage sensitive information as per our staff policies and regulations.

Furthermore, the Senior Administrative Officer provides cross-functional support to other units as needed and executes administrative tasks as delegated by the line supervisor.

### **WORKING WEEK AND LOCATION**

This role requires a minimum commitment of 40 hours per week, spread across five working days from Monday to Friday. Occasional work on Saturdays may be required during busy times. The position is primarily based at our office in Tondo, Manila,

### **ROLE & RESPONSIBILITIES**

#### **Compliance**

- Assist in the preparation and submission of regularly scheduled reports to ensure timely and accurate documentation of organizational activities.
- Handle the filing and submission of required reports to relevant government agencies, ensuring compliance with regulatory standards and deadlines.

#### **Administrative and Operational**

- Ensure the availability of essential resources—human, material, and service-related—to support the daily operations of staff.
- Develop and implement staff safety and security protocols in coordination with the line supervisor.
- Manage relationships and communications with suppliers and service providers, including office rentals, internet, utilities, insurance, and office supplies. Ensure timely processing of periodic payments.
- Coordinate closely with the Procurement Officer for logistical arrangements related to meetings, seminars, program activities, and other administrative services.
- Maintain and update the asset inventory, including asset labeling/coding, and oversee asset disposal procedures.
- Organize and schedule the use of meeting rooms and vehicles, including monitoring repairs and regular fuel refills.
- Respond to administrative requests & inquiries from staff in a timely & professional manner.
- Supervise support staff and assistant administrative personnel, ensuring clear task delegation and accountability.
- Distribute internal communications such as emails, memos, letters, and forms.
- Establish and maintain an organized filing system for administrative documents and records.
- Monitor and control monthly administrative expenses, ensuring alignment with the approved budget and organizational policies.

# Job Vacancy

## HR

- **Recruitment & Onboarding** Oversee the recruitment process, including posting job vacancies, scheduling interviews, and facilitating onboarding and orientation for new hires.
- **Staff Training & Development** Coordinate training sessions and capacity-building activities. Ensure proper documentation such as attendance, minutes, and training notes are maintained.
- **Employee Engagement & Wellness** Support the planning and implementation of activities that promote employee satisfaction, well-being, and a positive workplace culture.

## QUALIFICATIONS & EXPERIENCE

- University degree in an applicable discipline with at least one year related experience or an equivalent combination of education, training and experience
- Bachelor's degree in business administration or business management is advantageous
- Proven experience working in an office environment
- Training and developmental skills
- Ability to multitask
- High degree of attention to details
- Excellent planning and organizational skills
- Excellent networking and time management skills
- Effective written & verbal communication, presentation, and facilitation skills
- IT Literate: with the ability to write reports, complete spread sheets, use email, create presentations

## COMPENSATION AND BENEFITS

Salary is competitive relative to industry and sector standards. This will be discussed during the interview.

Annual healthcare benefits are also provided through an HMO, as well as the mandatory government benefits (SSS, PhilHealth, Pag-IBIG, etc.). If requested, additional details can be provided.