

---

## ADMINISTRATION OFFICER

<b>Job Title:</b>	Administration Officer
<b>Branch:</b>	Administration
<b>Reports To:</b>	Chief Administration Officer
<b>Number of Direct Subordinates:</b>	Zero
<b>Location:</b>	Takoma Park, MD
<b>Part-time:</b>	16 hours per week

---

### Purpose of the Job

The Administration Officer is responsible for Human Resources, administration of insurance, and general functioning of the Survey Action Center office.

---

The Administration Officer shall:

#### **Office Management**

1. Act as liaison with landlord in matter of the lease, parking, repairs, and improvements.
2. Act as liaison with vendors (office supplies, hotels, restaurants, and office equipment leases).
3. Approve invoices for payment by check and by wire transfer.
4. Act as signatory on various checking accounts.
5. Maintain the list of non-expendable equipment.
6. Monitor contracts for office machines (copiers, printers, faxes) to ensure proper renewal or replacement and accuracy of monthly invoices.

#### **Personnel**

7. Handle recruitment of new staff - place ads, review CVs, respond to applicants, and set up interviews and/or supervise Office Assistant in carrying out these tasks.
8. Draft offer letters and employment agreements for new staff; process Personnel Action Forms.
9. Prepare contracts for consultants, request signatures, gather information for file.
10. Enroll new employees in all appropriate benefit and retirement plans, and consultants in emergency evacuation insurance plan.
11. Develop and administer employee orientation program for new employees.
12. Administer employee benefits program – including health insurance, retirement plan, commuting benefit, disability insurance, and leave.

13. Serve as liaison with insurance brokers and retirement plan provider.
14. Maintain personnel files.
15. Coordinate Annual Personnel Reviews of all SAC staff.
16. Explain and clarify personnel policies to staff as required.
17. Schedule and coordinate up-dating of personnel policies as appropriate.
18. Work with senior staff to interpret policies as needed.
19. Oversee employment separation process and conduct exit interviews.

### **Insurance**

20. Act as liaison with insurance company (ies) for: commercial property coverage; commercial general liability; workers' compensation; kidnap and extortion; international property coverage; international general liability; employer's responsibility coverage; emergency evacuation insurance.

### **Requirements**

- 3 + years of proven experience in a Human Resources/Administrator position, preferably in a non-profit environment.
- Knowledge of human resources activities to include recruitment, performance evaluations, benefits administration and termination.
- Knowledge of insurance and compensation administration (both US and overseas).
- Overseas NGO or UN experience a plus
- Understanding of local, state, and federal employment law and compliance issues desirable.
- Excellent interpersonal skills.
- Ability to work in a firm, yet productive manner with vendors and other outside suppliers.
- Highly organized and able to handle multiple tasks simultaneously.
- Detail oriented, familiar with Microsoft Office and internet research and recruiting.
- Excellent written English and oral communications skills.