

Search Announcement
Office Manager

Posted: February 2020

Position: HR and Office Manager

Salary: Commensurate with experience

Deadline: Till position filled

Location: Geneva, Switzerland

Field: Global Health

Website: www.endhep2030.org

Employment Level: 0.3 FTE

Category: Human resources, administrative, office management, bookkeeping

Introduction

The Hepatitis Fund (aka “EndHep2030”) is a tax-exempt charitable foundation headquartered in Geneva, Switzerland. EndHep2030 is the only grantmaking foundation dedicated exclusively to the elimination of viral hepatitis as a global health threat.

We invite qualified and highly motivated professionals to apply for the position of Office Manager. Reporting to the Operations Manager, the successful candidate will be an integral part of EndHep2030’s administrative management team.

Applicants should have a strong background in human resources practice, personnel management and a keen understanding of office systems and bookkeeping protocols for a small but highly efficient organization with multiple locations on different continents. Ideal candidates will have a track record of working with international staffers and be versed in human resource practice in Switzerland and relevant regulatory compliance.

Summary of the position

The Office Manager is a dual-role involving full spectrum human resources and office management responsibilities of The Hepatitis Fund. This role is responsible for performing HR-related duties on a professional level in the following HR functional areas: benefits administration, employee relations, performance management, onboarding, policy implementation, recruitment / employment and employment law compliance. The office manager component of this position is responsible for overall front office activities, purchasing requests and facilities and contract management. The ideal candidate will be a self-starter, who is just as comfortable working autonomously as with a team.

The candidate will be expected to perform the following responsibilities, *but not limited to*:

- Administers human resource processes for all personnel; assist in the development and implementation of THF employee handbook and personnel policies and procedures, in coordination with senior management;
- Performs benefits administration including claims resolution with relevant external parties (insurance broker, accountant, etc) , change reporting, processing invoices for payment and communicating benefit information to employees;

- Conducts recruitment activities and new-employee orientations;
- Recommends new approaches, policies and procedures to effect continual improvements in the efficiency of the organization;
- Maintains compliance with federal and cantonal regulations concerning employment.
- Supports the formalization and improvement of THF's travel policy and expenses management policy; in coordination with senior management;
- Maintains the bookkeeping ledger and accounts payable, and liaises with the accountant;
- Conducts the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions;
- Supports the logistics of THF's annual meeting (venue research, catering and travel bookings, etc)
- Keeps inventory of office supplies and equipment;
- Participates as needed in special projects.

Qualifications and skills

- Prior experience in HR practice, personnel management and coordination;
- Understanding of federal and cantonal employment/labour regulations and compliance practice;
- Familiarity with standard insurance policies and procurement procedures in Switzerland;
- Must be already eligible for employment in Switzerland;
- Minimally an earned bachelor's degree from an accredited institution plus 5 years of progressive experience in related field(s);
- Self-motivated, detail oriented and able to take initiative.
- Personable, diplomatic and mature.
- Able to maintain high level of discretion, confidentiality and sound judgment.
- Excellent French/English language skills.
- Experienced in managing complex projects.
- Able to work independently and comfortable with a virtual work environment
- Capable of multi-tasking and able to navigate a virtual organization with multiple locations and stakeholders spread throughout the world.
- Demonstrated understanding of project management concepts
- Skillful in standard office software packages and online transactions

Physical Requirements/Working Conditions

The incumbent may perform job duties in a traditional business office environment with the flexibility to telecommute occasionally. Tasks are generally carried out with no specific or unusual physical or environmental demands. While performing the duties of this job the incumbent is regularly required to work at a desk with a computer for extended periods of time. Specific physical abilities required by this job include operating basic office equipment such as personal computers, copying machines, fax machines and standard office telephones. The incumbent will be required to attend meetings, both on-site and off-site, via phone or videoconference.

How to apply

Please email your CV with a cover letter and 3 professional references (please do not include academic references) to wqli@endhep2030.org. Please write "Office Manager" in the subject field.

Deadline: Review and interview will be on a rolling basis till the position is filled

The Hepatitis Fund is an equal opportunity employer.