



Office/HR Manager

Position Overview

The Office/HR Manager will support the Executive and Administrative departments to deliver efficient and compliant management support to World Animal Protection. The Office/HR Manager will play a key role in managing the operational aspects of the office to ensure the office runs smoothly for all staff. The Office/HR Manager will also administer benefits and be an HR liaison to staff.

This position reports to the Executive Director.

Main duties and responsibilities

- Provide administrative support to the Executive Director as required
- Assist Executive Director with the Board and provide support to include communications, mailings, meeting preparation, and maintaining records and governance files for the Board meetings and related activities.
- Administers various human resource plans and procedures; assists in the development, implementation and updating of employee handbook and personnel policies and procedures, in conjunction with senior management and HR Business Partner
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees
- Conducts new-employee orientations
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed
- Maintains compliance with federal and state regulations concerning employment
- Oversee General Liability and Workers Compensation Insurance
- Responsible for management of the leased office (e.g. contacting property manager for repairs, utilities etc.)
- Supervises the maintenance and inventory of office equipment (computers, laptops, printers, etc.)
- Responsible for the facilities day-to-day operations (keys for employees)
- Manages and coordinates overall administrative and office activities
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities
- Purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions
- Train and support staff in the use of office equipment and video conference system.
- Plan and coordinate office events and various meetings
- Complete the state and federal fundraising registration and certification process
- Arrange for annual HR trainings for staff
- File and maintain all office and HR records
- Other projects and duties as required

Qualifications and skills

- Bachelor's degree in Business, with an emphasis in HR Administration
- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles
- Strong problem-solving skills, research and resolution skills
- Must have a strong work ethic and be able to maintain confidentiality
- Organized, detailed oriented, and a self-starter.
- Excellent people and communications skills
- Proven writing skills
- Comfortable working in a fast-paced environment.
- Strong proficiency in Microsoft Office including Outlook, Word, Excel, Power Point; ability to use databases

How to apply

If you want to be part of our dynamic organization and help us move the world to protect animals, then please send us copy of your CV, salary expectation and cover/motivation letters addressing your skills and experience relative to the role to alesia@worldanimalprotection.us with the title of the position in the subject line.