

VACANCY ANNOUNCEMENT: ADMINISTRATIVE COORDINATOR

Building upon a strong foundation of science, partnership and field demonstration, Conservation International (CI) empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity. CI's strategy is to serve as a trusted advisor to decision makers at all levels to help societies establish healthy, sustainable economies that secure nature's ability to provide enduring human well-being.

We accomplish this through the four pillars of our work:

- We **innovate** to identify and implement practical and effective solutions to problems. This innovation takes place throughout the organization and relates to all aspects of CI's work including science, field implementation, policy, markets, partnerships, etc.
- We promote **healthy, sustainable economies** to achieve those impacts
- We demonstrate these impacts throughout **CI geographies (including Liberia)**
- We work through global agents of change, the major partners that help us **amplify** and achieve **global impact**

DESCRIPTION OF POSITION

Conservation International Liberia is seeking a highly motivated and dynamic individual for the position of an Administrative Coordinator. S/he will report to the Operations Director and dotted line to Country Director. The Administrative Coordinator provides operational and administrative support including maintaining filing systems, sending and distributing mail, managing and preparing work spaces, meeting management and logistics, making travel arrangements, functioning as Personal Assistant to the Country Director, and providing related ad-hoc operational support.

Duties are confidential and require a working knowledge of CI's policies, procedures, programs and operations. Ability to work effectively with others and excellent communication skills required. This position does not supervise staff. Duties are performed under general supervision.

RESPONSIBILITIES

- Maintain a filing system for contracts and related documents. Manage the flow of information and transactions related to external contracts and ensure compliance with CI policies and procedures.
- Provide administrative and operational support to help ensure the efficient functioning of the department.
- Act as a liaison with other departments and others within and outside CI.
- Screen incoming correspondence, calls, and requests. Ensure that critical and sensitive information flows to the appropriate person in a timely manner and follow up as needed.
- Prepare correspondence, memos, presentations and other communications material.
- Manage the department and/or executive's business and travel calendar. Coordinate meetings and activities with others as needed.
- Directly support the PA needs of the Country Director and support travel bookings for the CI Liberia team
- Provide administrative, operational and logistical support during workshops and conferences including interaction and follow up with Senior Level Government officials and other key stakeholders

- Assist with procurement of goods and services and ensure compliance with CI procurement policies and maintain asset and inventory registry
- Work with the Operations Director to track and maintain all government filings including but not limited to work permits, resident permits and re-entry permits for all international staff, as well as business registration, reaccreditation and tax clearance are up to date
- Manage vehicle fleet including schedules, maintaining documentation and reviewing service plans
- Taking minutes during meetings; and manage the front office interacting and guiding visitors
- Perform related duties as assigned.

WORKING CONDITIONS

- Typical office environment. May need to work beyond normal work hours to meet deadlines.
- No travel expected.

QUALIFICATIONS

Required

- Bachelor's Degree in Management, Business Administration or related field preferred
- 4 years related work experience in providing administrative and office support.
- Proficiency with MS Office, Google Mail, and web researching skills.
- Strong organization and communication skills. Ability to prioritize and manage high volume and varied tasks and meet deadlines.
- Service focus. Courteous, tactful, and proven ability to work effectively with others from a variety of disciplines, cultures and backgrounds.
- Proven track record engaging with Senior level officials and other key stakeholders
- Ability to work under general supervision
- Fluency in English required.

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES

- This position does not manage staff but assists less-experienced peers.
- Not responsible for managing an individual budget or public or private funds but reviews for compliance with CI policies and external partner/donor agreements

To apply:

Please submit resume, cover letter, and list of 3 references to: Human Resources, Conservation International-Liberia, Johnson Compound, Congo Town opposite Total Gas station or email to: hrliberia@conservation.org **Deadline for the submission of application: June 19, 2018.**