

OFFICE MANAGER

Sabin Vaccine Institute is a 501(c)3 nonprofit organization. We conduct vaccine advocacy, research and development, and campaign globally so that the world's poorest people have access to low-cost, safe vaccines and drug treatments. Sabin is an equal opportunity employer offering an excellent salary and benefits package.

Sabin is seeking a full-time, experienced **Office Manager** able to fulfill the following criteria:

Essential Duties and Responsibilities

- Manage day-to-day needs of the office.
- Oversee the maintenance of office equipment.
- Train new/existing staff with the office protocols/environment including office equipment operations, timesheet and expense forms, leave requests, etc.
- Organize and maintain the Human Resource files.
- Support the Human Resource function (time sheets, payroll support, employee handbook and other employee materials)
- Some data entry in QuickBooks.
- Support annual financial audit work.
- Manage certain vendor relationships.
- Organize quarterly board meetings and sub-committee meetings.
- Primary back-up to receptionist on phones and front desk.
- Supporting programs as assigned.

Required Skills

- Bachelor's degree.
- Minimum of five years of related general office management.
- Ability to maintain good interpersonal relationships.
- Excellent verbal, written and web communications skills.
- Excellent organizational skills and ability to work in fast-paced environment.
- Ability to manage multiple tasks simultaneously.
- Excellent customer service.
- Proficient in MS Outlook, Word, Excel, PowerPoint, and knowledge of QuickBooks.

Additional Qualifications a Plus:

Knowledge/experience in global health issues.

Languages: Spanish, Portuguese and/or French.

Competencies in IT support or content management systems.

To Apply

No phone calls, please. To be considered, please send cover letter, resume, and salary requirements to sabin@sabin.org. Only the short-listed applicants will receive a reply.