



Take ACTION

Operations Administrator

DEPARTMENT: Administration
REPORT TO: Field Director and Board of Trustees
PLACE OF SERVICE: Mandaluyong City, Metro Manila, Philippines
DATE REVISED: June 2009

PURPOSE OF THIS POSITION:

The Operations Administrator will direct the affairs of business and finance office of ACTION Philippines. This includes legal and government matters and reporting, immigration, shipping and customs, employment of Filipino staff, property and equipment contract/titles (purchase and sales), communication systems, clerical and archives, and other office operations. Oversee funds coming from various countries to the missionaries and ministries in the Philippines. Monitor and execute the business office affairs with Christian integrity, in compliance with the law and generally accepted standards nationally and internationally. Length of service is a minimum of two years up to career.

LIST OF RESPONSIBILITIES:

1. Finances and Business
 - Direct, supervise and oversee ACTION's Financial Accounting Manager.
 - Provide financial reports for the Field Director, Philippine Board, ACTION Philippine Council (APC) and ACTION home offices.
 - Supervise the annual corporate audit.
 - Assist the Director in the preparation of the annual ministry and Project Proposals and Budgets.
 - Is not authorized to loan money to missionaries. Loans and other types of advances, which are not backed up with cash, need Director approval.
2. Legal and Government
 - Assist the Director in the production and ongoing revision of the ACTION Philippines Policies and Procedures Manual (Master); and all related materials.
 - Oversee reporting, revisions of procedures, and record keeping of the required government offices: SEC, BIR, Pag-IBIG, Department of Labor, SSS, and various foreign embassies represented by missionaries, etc.
 - Maintain and revise the Government Procedures and guidelines Job Responsibilities and Description Notebook and oversee the completion of all requirements.
3. Administrative Missionaries and Staff
 - Supervise missionaries and staff under his responsibility.
 - Lead Administration meetings weekly.
 - Assist Director in the quarterly staff meetings.
4. Employment and Filipino Staff
 - Coordinate the hiring, orientation and training, pay raises, and termination of the employees of the organization.
 - Keep the ACTION Philippines Personnel Handbook of Principles and Practices for Filipino staff current and consistent with Philippine law.
 - Oversee annual evaluation of staff.
 - Responsible for Labor Code revisions as they pertain to employee/employer relations.
5. Other Business
 - Manage and ensure compliance with ACTION's Personal Information Protection Standards.
 - Responsible for insurance coverage and inventories on mission property and vehicles.



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- Coordinate and assist in insurance matters pertaining to health/medical, life and accidental injury and property.
 - Responsible for mail, courier, customs, and shipping policies and procedures and will keep the mission informed.
 - Responsible for communication systems and procedures: phones, fax, computer, bulletin board, administrative memos, etc.
 - Write and supervise policy and procedures as assigned and approved by the Director and APC, which pertain to the mission administration and related matters.
6. Clerical and Mission Archives
- Responsible for secure safekeeping of official documents.
 - Financial records for seven years.
 - Corporate records indefinitely.
7. ACTION Office Operations and Other Properties
- Oversee the Administrative Office, property, and equipment of the mission.
 - Responsible for all facilities rented in ACTION's name.
 - Responsible for Administrative Office rents, operations, maintenance, repairs, renewal of contracts, security, locks, storage of items, distribution of expenses.
 - Responsible for equipment and furniture owned by the mission, purchase and sales, leases or contracts.
 - Responsible for the purchase, titles, insurance coverage, licensing, check in/out, repair, drivers, vehicle safety or all mission owned vehicles.

PREFERRED PRE-FIELD EXPERIENCE:

- EDUCATION/TRAINING:** A minimum of Bachelor's degree from a reputable college. Preferably Masters graduate. Field of study: Business Management, Finance Management, etc.
- BIBLE TRAINING:** Prefer one year minimum Bible college training (actual in class or correspondence course credit).
- EXPERIENCE:** Office environment works with 2 years computer word processing and data filing experience. A working knowledge of PC computers, Microsoft Office and QuickBooks
- LENGTH OF SERVICE:** Prefer 4-1/2 year term to career commitment.
- OTHER REQUIREMENTS:** Completion of a pre-field missionary training course. Tagalog Level 2 recommended but not required.