

Posting Title: Manager, Office Operations

Location: New York, NY

DUTIES AND RESPONSIBILITIES:

- Ensure smooth running and management of office operations.
- Support the development and implementation of return-to-office strategy and operations.
- Organize and manage all office events including catered meetings, luncheons, receptions, staff breakfasts and lunches, holiday parties, happy hours.
- Manage office supplies and order new stationery, furniture, and appliances as required.
- Assist with printing of business cards for employees.
- Manage the storage room.
- Manage the office mail.
- Manage Office Floor Plan and allocate seats to new employees, interns, and temps.
- Maintain office pantry including ensuring maintenance of water cooler, refrigerator, and office coffee.
- Serve as primary liaison with building management, maintenance and cleaning service vendors.
- Ensure office hygiene and cleanliness.
- Create name plates for Offices and cubicles.
- Manage building ID cards and visitor access to the building.
- Assist Managing Director with any special requests.
- Greet visitors and deliver exceptional customer service assistance on an ad hoc basis.

EXPECTED OUTCOMES:

- The office is properly equipped with necessary office supplies. Office supply expense management is always considered.
- Seating assignments are made timely and strategically.
- Building management and security guidelines are followed.
- Office is clean and tidy.

- Staff is properly informed and follows the office guidelines and return-to-office policies.

CORE VALUES:

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behavior.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.
- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviors to avoid stereotypical responses, and does not discriminate against any individual or group.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- First degree (Bachelors or equivalent)
- At least five (5) years of relevant work experience
- Proficiency in English is essential (full command of both spoken and written). Knowledge of other official UN languages would be desirable.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to **hreinquiries@unglobalcompact.org** with the subject heading "Manager, Office Operations".

- Cover Letter
 - Resume/CV
- Applications will be accepted until **3 June 2022**.
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

- **Applicants must be authorized to work in United States. The Foundation for the Global Compact does not sponsor work visas**

The Foundation for the Global Compact is committed to creating a diverse and inclusive environment of mutual respect. The Foundation for the Global Compact recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested.