



Cartwheel Foundation, Inc. is a non-stock, non-profit organization that seeks to empower Indigenous Peoples' (IP) communities by harnessing self-sustaining capacities through culturally relevant education.

JOB DESCRIPTION

<i>Job Title</i>	Administrative Officer
<i>Organization</i>	Cartwheel Foundation, Inc. (CFI)
<i>Location</i>	218 Unit F Malinao St., Brgy. Highway Hills, Mandaluyong City 1550
<i>Status</i>	Full-time employee, with six-month probationary period
<i>Job Description</i>	The Administrative Officer (AO) is responsible for setting the workplace in order, managing employee records, organizing files, maintaining financial records and expenses, and providing support to organizational members, thus, contributing to the overall efficiency of the Foundation.
<i>Directly reports to</i>	Executive Director
<i>Work hours</i>	Eight (8) hours daily, Mondays to Fridays (40 hours weekly)
<i>Coordinates with</i>	Executive Director, Accountant, Program Officer/s, service providers, suppliers, government offices
<i>Duties and Responsibilities</i>	<ul style="list-style-type: none"> a) Leads in setting the workplace (or work conditions) in order; b) Prepares and maintains reports on expenses, collection, and other financial documents using an integrated accounting-finance management system, in coordination with the Accountant; c) Updates and maintains historical and human resource records by ensuring the organization and security of data, documents and databases (including electronic/digital files); d) Maintains and updates organizational calendar, email accounts, and other workplace efficiency tools; e) Monitors and maintains office equipment and inventory supplies; f) Assists in updating office policies and procedures; g) Assists in addressing the clerical, logistical and travel needs of the Cartwheel Staff and Management; h) Prepares correspondence and documentation in relation to administrative transactions with various stakeholders; i) Contributes to team effort by accomplishing mutually-agreed results; j) Fulfills government regulatory requirements and other needs for legal compliance; and k) Performs other related tasks assigned to him/her by the Executive Director from time to time.

<i>Key competencies</i>	<input checked="" type="checkbox"/> Excellent time management skills; ability to prioritize tasks <input checked="" type="checkbox"/> Sound written and verbal communication skills <input checked="" type="checkbox"/> Self-directed and able to work minimal supervision <input checked="" type="checkbox"/> Well-organized, with good attention detail <input checked="" type="checkbox"/> Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) <input checked="" type="checkbox"/> Willingness to work with a team <input checked="" type="checkbox"/> Willingness to learn and to grow with the organization
<i>Other experience and qualifications</i>	<input checked="" type="checkbox"/> Bachelor's degree in Administration or related field <input checked="" type="checkbox"/> Working knowledge of databases or accounting software packages <input checked="" type="checkbox"/> Work experience within the non-profit sector or the Indigenous Peoples (IP) sector, an advantage

Application Process

Please submit a *Letter of Intent* and *Curriculum Vitae* to joinus@cartwheelfoundation.org with the subject line "Application: Administrative Officer" not later than January 18, 2021.