

**CONSERVATION INTERNATIONAL
STANDARD JOB DESCRIPTION**

Job Title: Operations Associate
Career Track: Individual Contributor

Job Number: TBD
Job Family: Operations

Pay Band: Associate

Position Title: Operations Associate
Overtime Eligibility: To be completed by HR
Department/Program/ Location: Samoa
Supervisor: CI Samoa Operations Manager

SUMMARY

Conservation International has been awarded a regional project under the Kiwa Initiative entitled “Restoring Ecosystems for Sustainable, TransfOrmative and REilient Communities (RESTORE).”

The Operations Associate is responsible for providing routine operation support for the administrative, financial, and/or human resources functions of CI-Samoa program. Duties include obtaining quotes for procurements, providing grants administration support, maintaining filing and providing general office support as directed. He/She will also provide meeting/conference planning, time recording, travel, and IT liaison support as directed.

The Operations Associate works closely with the Oceans Director, CI-Samoa Operations Manager and Senior Operations Manager to ensure compliance with CI’s policies, procedures, and donor’s procedures and local reporting requirements.

The Operations Associate does not supervise staff. Duties are performed under general supervision.

KEY RESPONSIBILITIES

- Support operational services within the program to ensure they run smoothly.
- Assist staff with routine operational matters.
- Negotiate with vendors and obtain competitive quotes for procurement.
- Check and prepare check requests, reimbursements and related transactions for posting.
- Support grants administration including maintaining contract information in filing systems
- Create and maintain filing systems and handle the programs mail.
- Handle scheduling, including providing logistical support for meetings and events.
- Any other task delegated by the supervisor.

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES

- Does not manage staff but may assist peers, interns, volunteers and others.
- Does not have authority to allocate resources or approve budget expenditures

QUALIFICATIONS

- Diploma in Accounting/Business Studies or related field
- 1-2 years related work experience in providing administrative, financial and office support.
- Proficiency with Ms Office, Outlook and web researching skills.
- Strong organization, communication, and interpersonal skills.
- Proven team player.
- Ability to work under general supervision.
- Clean and valid driver's license

WORKING CONDITIONS

- Typical office environment.
- No travel is expected.

Acceptance/Approval of Job Description			
	Name (please print)	Signature	Date
Employee			
Manager			
Division Head			
Human Resources			