

Administrative Associate (v. May2025)

Position Summary: The Administrative Associate is the behind-the-scenes force that keeps Teach for the Philippines' people, spaces, and systems operating at their best. This position is responsible for maintaining a clean, organized, and well-stocked office environment; supporting regulatory and administrative compliance; and assisting with key HR functions such as recruitment, onboarding, and employee engagement as well as critical organizational-wide initiatives (i.e. Summer Institute, Cohort Induction/Graduation, etc.). The role requires close collaboration with internal stakeholders and external suppliers, supporting cross-functional projects, office logistics, as well as internal communications. The ideal candidate is highly-organized, detail-oriented, dependable; with a strong commitment to uphold Teach for the Philippines' mission and standards for operational excellence.

Why is this job important? This role is essential because it ensures the daily operations of the organization run smoothly and efficiently. By maintaining a clean, organized workspace, supporting compliance with regulatory requirements, and enabling cross-functional coordination, the Administrative Associate allows Staff and Program Participants to focus on mission-critical work — making them a key enabler in the organization's effectiveness and impact.

Who does this role report to? The role reports directly to the HR Manager. The HR team is under the Chief Operations Officer (COO) or in its absence, the Chief Executive Officer (CEO).

What is the span of control of the role? At Teach for the Philippines, people are hired for their unique strengths and given the appropriate context, are eventually trusted to lead. Associates are expected to think critically and independently, make informed decisions, and take full ownership of their responsibilities including the execution of “complete staff work¹.” While they are expected to work within the goals and structure of their team and the organization, they are also given the freedom to shape how their work is done and are expected to have the ability to communicate proactively.

What are the key challenges faced by this role?

- **Balancing competing priorities across multiple teams and diverse personalities.** Providing support for internal stakeholders (e.g. Staff, Program Participants, etc.) means juggling various tasks and deadlines, as well as working with and through different work styles, expectations, and levels of urgency. Because of this, the Administrative Associate needs to be able to prioritize and communicate effectively. They also need to be highly-flexible and have adequate social intelligence to deal with different and difficult situations.
- **Staying organized and on-top of responsibilities in a fast-paced work environment.** Working within the public education sector requires TFP to ensure its programs and projects remain relevant with the times, making it an ever-evolving organization. Throughout these, the

¹ “Complete staff work” means staff thoroughly research, analyze, and present complete and well-thought-out solutions to problems before bringing them to their supervisors

Administrative Associate must keep the office space, processes, and documentation organized, and must take the initiative to ensure that regulatory requirements and permits are always updated.

- **Navigating supplier coordination and external dependencies.** Managing third-party suppliers and services involves dealing with delays, miscommunications, or inconsistent service levels. The Administrative Associate must stay persistent and detail-oriented to ensure smooth operations.

RESPONSIBILITIES	REQUIREMENTS
<p><u>Office & Inventory Management</u></p> <ul style="list-style-type: none"> • Ensure all office spaces, common areas, and meeting rooms are clean, orderly, and fully stocked with necessary supplies • Oversee and coordinate with janitorial and maintenance services • Organize filing systems (digital and physical), storage areas, and supply inventories to promote efficiency and accessibility among Staff teams • Oversee the inventory, audit, and access to the TFP warehouse, in coordination with the Delbros Warehouse team • Respond to and/or help procure supplies and materials as needed or requested by Staff teams <p><u>Regulatory and Administrative Compliance</u></p> <ul style="list-style-type: none"> • Track and maintain up-to-date business permits, government registrations, and organizational documents. • Support the timely preparation and submission of compliance reports to regulatory agencies, donors, and partners. • Ensure secure and compliant documentation practices, including archiving and access control. • Serve as a point of contact for the office building administration, service providers, and other external suppliers (e.g. utilities, deliveries, repairs) • Maintain logs of contracts, warranties, and service records; ensure timely payments and renewals. <p><u>HR Support</u></p> <ul style="list-style-type: none"> • Support the HR Managers in maintaining and updating HR trackers including, but not limited to, the Job Descriptions Database, the 	<p><u>Eligibility Requirements</u></p> <ul style="list-style-type: none"> • Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines • Bachelor's degree required • At least 1 year administrative or office management experience • Experience in the nonprofit or education sector and/or familiarity with compliance or government regulatory requirements is an advantage • Experience managing suppliers and basic procurement processes • Excellent organization skills and attention to detail <p><u>Skill Competencies</u></p> <ul style="list-style-type: none"> • Technical Proficiency: Proficient in Google Workspace and/or Microsoft Office, experience with file management and simple data tracking tools • Strong organizational skills: strong attention to detail, ability to prioritize tasks, manage multiple deadlines • Excellent communication skills: clear and professional written and verbal communication • Ability and desire to work effectively in a fast-paced, outputs-based environment <p><u>Character Competencies</u></p> <ul style="list-style-type: none"> • Commitment to TFP's mission and core values • Discretion, integrity, and reliability: maintaining confidentiality and acts with professionalism in handling sensitive information • Team- and service-orientation: willingness to support and collaborate with others, with a focus on building efficient systems

<p>HR Ops Database, the Records Management System, and the MOP masterlist</p> <ul style="list-style-type: none"> • Support HR in Staff recruitment efforts, which includes, but not limited to: <ul style="list-style-type: none"> ◦ Publishing, monitoring, and consolidating online job posts ◦ Organizing schedules for interviews ◦ Tracking and/or ushering applicant movement throughout the hiring process • Assist with onboarding new hires, including, but not limited to consolidating pre-employment requirements and documentation, processing IDs, issuing work emails and/or equipment, as well as informing Staff on the use and access to office spaces, supplies, and equipment • Assist with travel bookings and courier arrangements for Staff and Program Participants • Assist in employee engagement efforts, including but not limited to organizing All-Team meetings, Staff Stepback, and running Engagement Surveys • Assist in offboarding by ensuring proper turnover of assets and accountabilities of employees who are resigning or have completed their fixed-term / project-term engagement <p><u>Overall Operations Support</u></p> <ul style="list-style-type: none"> • Coordinate HQ meeting logistics, including but not limited to scheduling, room bookings, refreshments, and materials • Help coordinate logistics for internal and external events and initiatives, including procurement, venue booking, supplies management, documentation, and follow-up • Manage routine org-wide communications and inquiries; redirect communications and/or inquiries to appropriate individuals and/or teams as needed • Maintain, regularly review, and update as necessary, a database of usual venues, suppliers and/or buyers based on historical and anticipated needs of teams / the organization; gather and compare rates as needed by TFP's procurement policies 	<ul style="list-style-type: none"> • Proactive mindset with the ability to anticipate individual and organizational needs • Systematic and structured approach to problem-solving
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Expectations: Success at Teach for the Philippines requires a willingness to work beyond the job description laid out above. This means that the Administrative Associate may be called to contribute to cross-functional projects, participate in organizational events, and support other initiatives as needed. They are also expected to act and conduct themselves beyond reproach and to follow and adhere to all policies and regulations outlined in the Employee Handbook.

Working Conditions: Regular work hours are from 8:00 AM to 5:00 PM from Mondays to Fridays (may include some holidays and weekends) or as agreed with the Direct Supervisor. Adjustments to start and end times are handled on a case-to-case basis.