



JOB TITLE: Business Affairs Manager
LOCATION: Irvine, CA
STATUS: Full Time/Exempt
SALARY: Commensurate with experience

ORGANIZATION:

TGR Foundation ("TGRF") delivers unique experiences and innovative educational opportunities for youth worldwide.

We can proudly say that more than 10 million young people have benefited from the TGR Foundation since its inception in 1996. Through programs and annual events, the Foundation continues to make a difference in the lives of youth around the world. Our programs, initiatives, and students continue to grow and exceed expectations every day. What started out with limited access throughout America, now reaches out to young people around the world.

JOB DESCRIPTION:

Organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. Responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation. This position requires an energetic professional who doesn't mind wearing multiple hats and are able to work independently with little to no supervision. Well organized, flexible and enjoy the administrative challenges of interfacing with all staff, executives, board members and donors of the Foundation daily.

DUTIES & RESPONSIBILITIES:

Organizational Support:

- Manage contract and negotiations with office vendors, accounts and leases
- Prepare and oversee the annual budget for the office requirements, expenditures, analyzing variances and make improvements
- Process certificates of insurance requests and be a support to processing incident reports and claims
- Protect company's value by ensuring confidentiality is maintained
- Establish and outline procedures for protection, retention, record disposal, retrieval and staff assignments
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications
- Data management in Salesforce CRM database
- Administer and track for mandatory compliance trainings
- Assign, monitor and cross-train administrative responsibilities among staff
- Handle grant awards and administration for the organization
- Participate in employee engagement opportunities and support coordination of staff committees (i.e., Wellness, Values, and Annual Professional Development)



Workplace:

- Ensure office operations, policies and procedures are maintained
- Internal and external correspondences are monitored
- Handle/accept all packages for mailings
- Supervision of maintenance and supplies
- Manage and monitor office security access systems
- Coordinate with IT Department regularly on hardware and software systems including maintenance of the organizational Microsoft SharePoint
- Oversee office management to meet workflow efficiencies alongside the administrative assistant

Inter-department:

- Assist finance department with transfer of data, mailings, and reports
- Manage internal and external mass mailings (i.e. Holiday card, all staff emails, board materials)
- Support initial orientation and training to new employees across the organization
- Assist in administering benefits programs such as life, health, dental, and time-off requests, with onboarding new employees
- Assist in tracking and maintaining employee records such as intern timesheets, vacation/sick time balances and staff information while working closely with bookkeeper to ensure accuracy and timeliness
- Provide support for special events as needed
- Other office duties/special projects/support as assigned
- Travel as needed and may be up to 3-5 times a year

QUALIFICATIONS:

Education: Bachelor's degree

Experience: 3+ Years

Proven office management and administrative experience
Knowledge of administrative, business and human resources practices and procedures

Skills: Excellent oral and written communication skills; excellent interpersonal skills; team player and able to multi-task; attention to detail and ability to prepare documents and correspondence accurately; organized and good problem solver; strong knowledge of Microsoft Office; CRM; Adobe Acrobat; excellent data entry skills; ability to maintain confidentiality with sensitive information.

TO APPLY: Please submit cover letter and resume as a single PDF on www.teamworkonline.com or direct inquiries to help@tgrfoundation.org

The TGR Foundation is proud to be an Equal Opportunity Employer.