

# Operations Officer

## Position Summary

The Office Coordinator will play a crucial role in ensuring the smooth operation of IPA Mexico's office. This position will be responsible for managing daily office operations. The ideal candidate will also serve as a security focal point, support human resources and procurement processes, and ensure that the office operates efficiently and effectively in supporting our mission. Additionally, the Office Coordinator will be responsible for ensuring compliance with IPA global policies and procedures, as well as adherence to Mexican regulations.

## Responsibilities

- **Operations Management:** Oversee the day-to-day operations of the office, ensuring operational excellence and efficiency. Responsibilities include facilities management, inventory control, and ensuring the office is equipped with necessary supplies and equipment.
- **Human Resources Support:** Assist in various HR functions, including recruitment support, onboarding new employees, maintaining employee records, and coordinating staff training and development programs.
- **Administrative Support:** Provide administrative support to the team, including scheduling meetings, organizing events, managing correspondence, and other administrative tasks as needed.
- **Procurement Support:** Support the procurement process by assisting in the selection of vendors, procurement of goods and services, and ensuring compliance with IPA's procurement policies.
- **Compliance Management:** Ensure that office operations are compliant with IPA global policies and procedures and adhere to Mexican regulations. This involves regular reviews of compliance standards, conducting internal audits, and implementing necessary adjustments to office practices.
- **Security Management:** Act as the security focal point for the office, ensuring the safety and security of personnel and assets. This includes implementing security policies, conducting risk assessments, and coordinating with our global office.

## Qualifications

### Required

**Education:** Bachelor's degree in Business Administration, Management, or a related field.  
**Experience:** At least 3 years of experience in office management, operations, or a related field, with a strong emphasis on compliance and regulatory adherence.

### Skills:

- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office and office management software.
- Knowledge of Mexican regulations and international compliance standards.
- Ability to work independently and as part of a team.
- Problem-solving skills and the ability to think critically.
- Fluent in Spanish and proficient in English.
- Understanding of HR functions, procurement processes, and security principles.
- Proven ability to manage compliance within an organizational context.
- Flexibility to adapt to changing priorities and the ability to work under tight deadlines.

### Preferred

- Experience working in a non-profit or international organization is preferred.

## Reports to

Country Director

## Desired Start Date

As soon as possible

## Location

Mexico City

## Application Instructions

[Click here](#) to apply now.

## About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

## IPA's Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

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Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at [jobs@poverty-action.org](mailto:jobs@poverty-action.org) or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend



and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to [jobs@poverty-action.org](mailto:jobs@poverty-action.org). Please note that only qualified applicants will be contacted by the hiring manager.