

## Office Manager, BIT North America

**Full time: 40 hours per week, part time options available**

**Contract: Permanent (employment at will)**

**Salary: \$50,000 per annum, plus benefits**

**Location: Brooklyn, New York**

### Who are the Behavioral Insights Team?

BIT was established in 2010 with a remit to apply insights from the behavioral sciences to public policy in the UK. In February 2014, BIT became a social purpose company and expanded to meet the high levels of demand for our work both in the UK and overseas.

In summer 2015, we opened a North American office in New York. We have a relaxed and non-hierarchical office culture. All our staff believe passionately in our company values: always prioritizing social impact; empiricism and humility; fresh thinking, collaboration; and public service.

We expect professional excellence in a work environment that is fast paced, exciting and friendly. In North America we offer all of our employees excellent benefits – a matched 401k contribution up to 5 percent of salary plus an excellent healthcare package.

### Roles and Responsibilities

This is a wide-ranging role working directly with the Senior VP across finance, human resources, legal and business development. Specific responsibilities will include:

#### Financial Management

You will be required to manage our financial processes through our outsourced finance partner. For example:

- ◆ Maintaining US business financials;
- ◆ Tracking actual spend against the forecast;
- ◆ Working with the Head of BIT North America to model different financial scenarios and reflecting these in the overall plan;
- ◆ Ensuring that detailed data for client reporting is provided regularly; and
- ◆ Managing office expenses and receipt reconciliation, supported by the office's virtual PA service.

#### Human Resources:

- ◆ Leading the set-up and flow of recruitment processes, including the onboarding of new joiners;
- ◆ Managing the associated insurances and health care for the office; and
- ◆ Managing the bi-monthly payroll and the associated 401k processing.

#### Legal Support:

- ◆ Managing the contracting process, drawing on in-house legal support as required;

- ◆ Managing the budget and use of external legal resources;
- ◆ Working closely with the organization's legal counsel to ensure that the US office can perform quasi-legal work independently; and
- ◆ Overseeing and managing necessary office insurances (with support from in-house legal support).

#### **Business Development:**

- ◆ Facilitating business development for the North America office. This includes: registering as a supplier (e.g. for State or City Governments) and maintaining our supplier status;
- ◆ Project managing new business; and
- ◆ Dealing with external procurement officers.

#### **Office Support:**

- ◆ Working with office managers of other organizations within the shared office space to address how best to use the space and equipment;
- ◆ Managing the mail and ensuring incoming mail is correctly dealt with;
- ◆ Supporting other team members, such as preparing or consolidating workshops; and
- ◆ Managing the team's virtual PA. This is a resource we have for c10 hours a week who can provide assistance with administrative tasks.

#### **Special Projects:**

- ◆ Much of the work undertaken as part of this role will fall into the category of 'special projects'. For example, preparing and managing a potential office relocation.

### **Essential**

We are looking for someone who is flexible, self-starting and willing to work on a variety of projects. You will need:

- ◆ To be able to demonstrate commercial judgement and sound project and financial management ability;
- ◆ Experience of standard office operations. You do not need to be an accountant or lawyer but you do need a strong basic understanding of the legal and financial aspects of day-to-day business operations;
- ◆ Experience working in a fast-paced commercial environment;
- ◆ To be a clear communicator and have strong interpersonal skills – be able to communicate appropriately to staff at all levels;
- ◆ Project management experience;
- ◆ Sound judgement and decision making – ability to make decisions in line with company policy and the law;
- ◆ Good attention to detail and accuracy;
- ◆ An understanding of how governments and government funders procure services; and
- ◆ An enthusiasm for taking on new challenges such as special projects.

## Desirable

Finally, it would be desirable if you have:

- ◆ An understanding of the compliance requirements of a US company (e.g. insurances, tax obligations, healthcare and 401k provision, basic employment law and health and safety);
- ◆ An interest in the application of Behavioural Insights to operations functions;
- ◆ An undergraduate degree (in any subject); and
- ◆ Experience working in an international context.

To express an interest please complete all sections of the application process by 9am EST on 19<sup>th</sup> December 2016 by following this link:

<https://www.beapplied.com/apply/o88KapdsiW>

We will acknowledge all of your interest and get back to you when roles are formally considered.

Please ensure that you meet the requirements for the role before applying.

*Please note that applicants must be authorized to work in the US and The Behavioral Insights Team is not able to provide visa sponsorship for this job opening. The Behavioral Insights Team is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.*