



17304 Preston Rd, Suite 800  
Dallas, TX 75252  
USACRICKET.ORG

## JOB DESCRIPTION

<b>Position</b>	Office and HR Manager
<b>Organization</b>	USA Cricket
<b>Department</b>	Human Resources
<b>Line Manager</b>	CEO
<b>Direct Reports</b>	Administrative Staff, HR Coordinators
<b>Term</b>	Full time
<b>Type</b>	On-site
<b>Location</b>	Houston, TX, USA
<b>Salary</b>	DOE

### JOB SUMMARY:

The Office and HR Manager at USA Cricket plays a pivotal role in the seamless functioning of the organization by overseeing its administrative and human resources operations. This multifaceted position requires a balance of strategic oversight and practical management, ensuring the day-to-day administrative tasks are executed efficiently while also spearheading the organization's HR functions. Key responsibilities include managing office logistics and infrastructure, maintaining essential records, and coordinating staff activities to support a dynamic work environment. In the realm of human resources, the role demands a comprehensive approach to workforce management, encompassing recruitment, onboarding, staff development, and the implementation of HR policies and practices. The Office and HR Manager is instrumental in nurturing a workplace culture that aligns with USA Cricket's values and strategic objectives, fostering an environment where staff feel valued, engaged, and motivated.

### JOB RESPONSIBILITIES:


- Oversee daily administrative operations, this includes managing office supplies, equipment, and facilities, as well as coordinating internal staff meetings and events.
- Implement, and periodically review administrative policies and procedures to improve operational efficiency.
- Create, update, and implement HR policies and procedures that comply with legal standards and best practices.
- Manage daily administrative tasks, including maintaining and updating the organization's filing systems, answering phone calls, responding to emails, and addressing general inquiries.

- Collaborate closely with the finance team to process payments, reimbursements, track expenses, manage petty cash, and handle purchase orders.
- Oversee office supplies and inventory management, and collaborate with event planning teams to assist in organizing and executing cricket-related events, meetings, and conferences.
- Efficiently schedule and coordinate appointments, meetings, and conference calls for staff members. Meanwhile, prepare and distribute internal memos, announcements, and updates to the staff.
- Manage incoming and outgoing mail and packages, ensuring timely delivery and distribution.
- Manage the complete recruitment process, encompassing job posting, candidate screening, interviewing, and on boarding new employees.
- Conduct regular performance evaluations and appraisals for staff, providing constructive feedback, setting performance goals, and identifying opportunities for professional development.
- Ensure compliance with all federal, state, and local employment laws and regulations. Stay informed about legal updates and implement necessary changes in HR practices to maintain compliance.
- Lead initiatives to boost employee engagement and satisfaction, such as team-building activities, staff recognition programs, and feedback mechanisms.
- Act as the primary contact for internal and external HR queries, providing accurate information and guidance on HR policies, procedures, and employee benefits.
- Maintain a comprehensive and up-to-date database of employee records, including personal information, employment history, performance reviews, and benefits information, ensuring confidentiality and data security.

#### **BUDGETARY RESPONSIBILITY:**

- Coordinate and manage the budget allocated for the administration and human resources departments.
- Implement cost-control measures to ensure efficient and effective use of resources, regularly review expenditures, and identify areas for cost savings.
- Regularly review and negotiate contracts with vendors and service providers, including those for office supplies, equipment, and HR-related services, to ensure favourable terms and cost savings.

#### **WORK ETHIC:**

- Demonstrate a high level of organizational skills and attention to detail in all aspects of office management and HR functions.
  - Exhibit professionalism and discretion, especially in handling confidential information related to HR matters. Maintain privacy and confidentiality standards in all dealings with employee records, sensitive personnel issues, and internal communications.
  - Proactively address challenges and provide solutions-focused approaches to problems that arise within the administrative and HR domains.
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- Maintain a high level of integrity and ethical standards in all work-related activities.
- Demonstrate strong time management skills, effectively prioritizing tasks and responsibilities to meet deadlines and organizational needs.
- Adapt to changing organizational needs and a dynamic work environment. Be flexible and responsive to new challenges, adjusting strategies and approaches as the organization evolves.
- Promote a positive and inclusive workplace culture, supporting diversity and ensuring that all employees feel valued and respected.


### **SPECIAL FEATURES OF THE JOB:**

- Adaptability to a dynamic and ever-changing work environment, being capable of handling multiple priorities and fluctuating demands with composure and flexibility.
- Flexibility to work outside of standard office hours when necessary, accommodating various schedules, time zones, and urgent requirements that may arise, particularly in an international sports organization context.
- Staying current with the latest trends, best practices, and regulatory changes in human resources and office management.
- Ability to handle a diverse range of responsibilities, from HR planning to day-to-day office management tasks, requiring a versatile skill set and the ability to switch between different types of tasks effectively.

### **CORE COMPETENCIES:**

- Strong organizational and planning skills, with a proven ability to manage multiple tasks and complex projects efficiently.
- High level of empathy and emotional intelligence, essential for understanding and effectively addressing the needs and concerns of employees.
- Commitment to promoting and implementing diversity and inclusion initiatives within the workplace.
- Effective negotiation and mediation skills, crucial for resolving conflicts, negotiating agreements, and maintaining harmonious working relationships both within the team and with external partners.
- Exceptional problem-solving abilities, capable of identifying issues, analyzing the underlying causes, and developing effective solutions.
- Strong communication skills, with the ability to convey information clearly and persuasively in both written and verbal forms.

### **SKILLS AND QUALIFICATIONS:**

- A bachelor's degree in Human Resources, Business Administration, or a closely related field is essential. Advanced degrees or professional certifications in HR management are highly desirable.
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- Proven experience in HR and office management, ideally within a sports or non-profit organization.
- A strong understanding of employment laws and HR best practices, with experience in applying these in a practical and compliant manner within an organization.
- Experience in managing and overseeing administrative operations, including facilities management, record-keeping, and coordination of office activities.
- Excellent organizational skills, with the ability to manage multiple tasks and projects simultaneously, prioritize effectively, and meet deadlines in a dynamic work environment.
- Ability to work independently and as part of a team, demonstrating initiative and a proactive approach to problem-solving and process improvement.

### **Application Process:**

Interested and qualified candidates should submit a full CV with a cover letter explain and highlighting their skills and experience. Please send all applications to the following e-mail address: [HR@usacricket.org](mailto:HR@usacricket.org), under the subject title: **Application - Office and HR Manager**

The closing date for all applications will be **11.59 pm PT on January 29, 2024.**

