

Job Title: Director of Administration	
Job Code:	Grade:
Reports to: Vice President of Administration and Research	
Salary Range: TBA	
Priority Deadline: ASAP	

Responsibilities

The director of administration will be responsible to support all parts of SUNY Korea, helping the organization to achieve its vision. He/She will manages and supervises tasks such as human resources, labor services, finance and accounting. Also this position serves as a general affairs service to help employees work effectively in an optimal working environment.

The following are the job functions of the director of administration:

1. Human Resources, Labor Services, and Payroll

- a. Human resource management and human capital development
- b. Appointments of staff members, employee evaluation, rewards and punishments, human resources, employee trainings
- c. labor relations management
- d. The management of staff payroll and severance payments

2. Finance and Accounting

- a. The management of accounting functions and taxes
- b. Financial management, financial accounting, knowledge in corporate law and regulations
- c. Knowledge and experience in the year-end closing process of accounting and in audit

3. Operations

- a. Asset management
- b. Facilities management
- c. Documents management
- d. Corporate policy management

4. Purchases

- a. Purchase plan and suppliers management

b. Knowledge and experience in contracts and biddings

6. Qualifications

- a. More than 20 years of experience in the HR, labor services, finance, accounting, purchasing and general affairs
- b. A person without cause for disqualification
- c. Fluent in English and Korean writing and communication skills are preferred