One World Surgery (OWS) is a nonprofit organization with the vision of a world committed to safe, timely and accessible surgical care. Our mission is to ignite the spirit of service and transform lives by providing access to high-quality surgical and primary care globally. OWS funds and operates the world-class Holy Family Surgery Center in Honduras and is nearing completion of its facilities in the Dominican Republic. Our nonprofit is dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses and others contribute to making a positive impact in global health.

One World Surgery has a strong mission-oriented and values-based culture with passionate and highly engaged teammates across the Dominican Republic, Honduras, and the United States. We embody the spirit of service and seek to learn and continuously improve to expand our impact on patients, volunteers, and communities. We foster supportive working environments where teammates can utilize their skills and grow professionally. We regularly connect as a global team to celebrate personal and organizational milestones.

Position Overview:
The Operations Assistant provides information technology, facilities, compliance, and risk management support for One World Surgery's growing team and operations in Honduras.

Key Responsibilities:
• Assists in planning and organizing team events and implementing organization-wide initiatives (i.e. end of year performance evaluations).
• Assists in drafting internal communications and corresponding follow up.
• Supports in the creation of presentations and trainings.
• Supports in reviewing documents, storing files, managing receipts and other documents in digital or physical form.
• Maintains a centralized repository and tracking system for permits, licenses, contracts, agreements, insurance policies, and other legal documents.
• Supports Accountant with collecting and reviewing finance-related documents such as receipts, invoices, quotes, check and transfer requests, petty cash requests
• Supports with the documentation and implementation of processes to ensure policies, procedures, and internal controls are followed.
• Conducts research on local vendors and obtains quotes and proposals.
• Maintains inventory of IT equipment.
• Provides basic technology training and troubleshooting to teammates.
• Maintains local electronic records updated, which include Microsoft Teams and SharePoint sites.
• Supports coordination of volunteer and other visits.
• Schedules meetings, takes minutes, and sends out recap notes to prioritize a smooth workflow.
• Maintains Microsoft Planner to track progress of local initiatives and projects.
• Provides other operations support, as needed within the framework of its functions.

**Required Qualifications and Experience:**

**Education**
- Bachelor’s degree in industrial engineering, business administration or a related field.

**Experience:**
- At least 3 years of relevant experience.
- Experience working with international NGOs preferred.
- Experience supporting admin process, reviewing, and storing documents.

**Languages:**
- Ability to read, speak and write English at an intermediate or above level.

**Skills and Competencies**
- Valid driver’s license preferred
- Good communication and interpersonal skills.
- Ability to sensitively manage confidential information.
- Ability to manage and prioritize multiple projects and responsibilities.
- Critical thinking and problem-solving skills.
- Must have an interest in non-profit sector and passion for service in global health.
- Meticulous attention to detail, excellent organizational and time management skills.
- Ability to establish and maintain working relationships with individuals from diverse backgrounds.
- Flexibility to adapt to the evolving needs and priorities of a fast-paced, growing organization.
- Advanced computer skills in programs such as Word, Outlook, Excel, PowerPoint, Microsoft ecosystem, internet, etc.
- The incumbent is expected to demonstrate the following values and competencies:
  - Integrity and transparency: High ethical standards and acts in a manner consistent with organizational principles and conduct standards.
  - Spirit of Service
  - Responsibility
  - Teamwork
  - Accountability

**To Apply:** Please complete the form and submit your CV [here](#).