



# OPERATIONS SPECIALIST



**Teach**  
FOR ROMANIA

[www.teachforromania.ro](http://www.teachforromania.ro)



# About Us

Teach for Romania is a non-governmental organization, that envisions life opportunities through excellent education for every child in Romania, irrespective of his or her social and economic background.

Our mission is to recruit, train and support young professionals who take ownership for transforming the society, through a leadership development program in education.

The staff of Teach for Romania is comprised of high potential professionals, who work relentlessly to transform the society by being an active part of a movement in education.

For more information, visit: [www.teachforromania.org](http://www.teachforromania.org)





# Your Role

We are looking for an **Operations Specialist** that will join our mission by working within our Operations Team in order to provide assistance through **Office Management** responsibilities and by aiding in **Organizing Events** for our community.

This is a **full time** position, in **Bucharest**.



# Responsibilities

## Events & conferences:

- End-to-end management of the relationship with the owner (from needs analysis to evaluation);
- Manage the communication with the participants, before & after the event (feedback & surveys);
- Manage the logistical organization;
- Manage the relationship and negotiation process with the vendors and partners;
- Offer support in managing the barter partnerships;
- Manage the team of volunteers that support us during events.



# Responsibilities

## Office management:

- Develops and implement general working procedures for the organization (for example, GDPR);
- Works with vendors to ensure that the functions of the office run smoothly (office maintenance, couriers and others);
- Manage the maintenance of the car fleet of the organization (3 cars).



# Profile

We are looking for **someone with:**

- Great organizing skills;
- Good communication skills;
- Process management;
- Event management;
- Stakeholder management;
- Problem solving skills;
- The ability to work with constrained budgets;
- Driver's license: B category.
- Proved experience in working with clear organizational procedures.



# Profile

## Who is:

- Customer oriented;
- Assertive;
- Proactive;
- A structured and logical thinker.

## Who knows:

- English, at an advanced level;
- How to use Microsoft Office.

## Experience **required** for this role:

- Minimum 2 years of work experience in Organizing Events & Conferences OR Logistics & Facilities.



# Benefits

- A chance to do **high-significance work** in education (more access to excellent education for all children);
- The opportunity to **build up your skills** and develop yourself personally and professionally;
- Access to **training and learning opportunities** inside the organization and from our learning partners;
- An **excellent working environment** in a value-based organizational culture;
- Access to a **global community of experienced and talented specialists** and first-hand innovative approaches and models from the Teach for All network.





# Application details

This is a **full time position**, based in **Bucharest**.

The selection process will consist in:

- Screening, according to the application form;
- Phone Interview with the HR department;
- Interview with the Operations Director;
- Final interview with the Executive Director.

Please apply by following the link [here](#).