

Job Posting - Influencer Administrative Assistant

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

Influencer Admin Assistant will be responsible for working hand in hand with Influencer Manager/Marketing Assistant, performing a variety of administrative duties online and digitally such as emailing, handling communications, organizations, data collection, data organization etc. The ideal candidate should be a quick learner, organized and have great digital communication skills.

Position Title: Influencer Administrative Assistant

Reporting To: Influencers Marketing Manager

Location: Remote

Terms: Full Time – 37.5 hours per week

Deadline to Apply: Ongoing until position is filled

Key Duties and Responsibilities

- Facilitate good communication through important platforms such as emails (i.e. send out emails, follow-ups, and regularly respond based on instructions by Influencer Lead);
- Assist in facilitating the organization and preparation of documents, files, contracts, payments, and agreement services;
- Assist Influencer Lead in end-of-campaign reporting system as/if designated;
- Maintain internal databases and filing systems (i.e. offline donations, online donation amount, launch good campaigns and links etc.);
- Close communication with the Influencer Lead to ensure all tasks are done appropriately, smoothly and as requested;
- Any other tasks assigned by Influencer Lead.

Qualifications, Skills and Experience

- Highschool Diploma; Bachelor's Degree (preferably in the administrative field, however not limited to);
- Experience within office administration, secretary, administrative relevant roles will be preferred;
- Excellent interpersonal skills and ability to work with a variety of personalities;
- Ability to work under pressure (i.e. emergency campaigns);
- Detailed-oriented, organized, and quick learner;
- Reliable, shows integrity and cooperation;



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- Excellent written and spoken communication skills;
- Experience with all aspects of data entry, google suite, microsoft office, emailing and organizing large volumes of documents.

Our Offer

- Salary is competitive/commensurate with experience and other qualifications, with annual incentive potential;
- Comprehensive benefits package that covers medical, vision, dental, wellness and other benefits;
- Sick Days, Paid Holidays, Family Days accrued annually;
- Employee awards and recognition opportunities;
- Company investment in your career growth and leadership development

Travel, evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading **"Influencer Administrative Assistant"**.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.