

## **Marketing and Administrative Assistant** **IRARA (International Returns and Reintegration Assistance), Global Operations, Sheffield**

### **Role Overview**

An exciting opportunity has arisen to join IRARA as a Marketing and Admin Assistant. This multi-disciplined role will see the successful person work closely with the Marketing Manager to support the Marketing and Communications function of the organisation as well as provide administrative support for the CEO and the team based in the Sheffield office. This is a great chance for someone who has excellent communication and organisation skills, who has some experience in marketing and wants to further develop those skills. This hybrid role needs someone who can work on their own initiative and can balance their time across 2 key support functions in this growing business.

### **Organisational Overview**

IRARA (International Returns and Reintegration Assistance) is a growing International NGO that is committed to providing much needed support services to individuals and families who are repatriating to their home countries after a period of living in Europe or the UK. We work in a significant number of countries across Asia and Africa to deliver reintegration services to the highest standard. IRARA achieves this by enabling self-development through the promotion of health, education and social responsibility.

### **How will you contribute?**

#### **Marketing support:**

- Assist the marketing manager in the production of communication materials
- Manage social media pages by producing and posting regular social media content
- Provide suggestions for ways to increase interactions
- Order branded merchandise when required
- Assist the marketing manager and web designer in updating the IRARA website
- Assist in the production of brand guidelines

#### **Admin support:**

- Travel booking for CEO and senior team members
- Diary management for CEO
- Schedule appointments and meetings
- Provide general administrative support to all levels of the organisation
- Maintain office supplies
- Create and enforce office protocols and policies

### **Skills Required**

#### ***Essential:***

Proven experience in a marketing role  
Proficiency in MS Office Suite  
Excellent organisational and time management skills  
Excellent written and verbal communication skills  
Good understanding of social media platforms and content creation

#### ***Desirable***

Experience in an administrative support role

## **Attributes**

- Ability to work both independently and as part of a team
- An interest in working across, or understanding of, different cultures
- Ability to work to processes.

## **Required Education and Experience**

BSc/BA Degree or demonstrable relevant experience

## **What do we offer?**

We offer an opportunity to be part of a global support network, which aims to positively impact the lives of others. We have a culture and working environment that is friendly and fast paced, supporting your personal growth within the organisation. You will have the chance to work and build relationships with people from around the world across multiple cultures and backgrounds.

We really value our people and offer a friendly, safety-first working environment and a competitive salary along with other benefits including company pension scheme, 20 days hols + bank hols with the option to buy more, and cycle to work scheme. We also provide significant opportunities for career development and progression, as well as training enrichment and multi-skilling, in a dynamic working environment.

Salary: £19,305 per annum.

To apply, please send your full CV to [careers@irara.org](mailto:careers@irara.org)