



DEPARTMENT: CORPORATE SOCIAL RESPONSIBILITY (CSR)

JOB CODE: #C001

POSITION: ADMIN EXEC

ROLE: JUNIOR

EMPLOYMENT TYPE: FULL-TIME

LOCATION: CANADA

QUALIFICATIONS AND SKILLS-SET

- Bachelor's degree in social work or relevant field OR an equivalent combination of education, training and experience.
- 2-5 years of relevant work experience with corporate or NGO.
- Able to represent the company in a professional manner.
- Develop and implement Corporate Social Responsibility (CSR) initiatives and programs.
- Critically review and evaluate donation & sponsorship opportunities.
- Be self-motivated and motivate other team members to participate in company CSR initiatives.
- Able to liaise with leadership, internal and external stakeholders to achieve intended objectives.
- Able to organize and prioritize multiple CSR projects.
- Report on outcomes of CSR investments and activities.
- Proven communications skills, including written and verbal.
- Flexible to travel and work outside of regular business hours, whenever required.

LEVEL

Junior

INDUSTRY EXPERIENCE

Any

EMPLOYMENT TYPE

Full-time

JOB FUNCTION

Administrative

Please send your updated CV in MS-Word or PDF to careers@financetechunlimited.com