



Humane World for Animals™

GENERAL PURPOSE OF THE POSITION:

JOB TITLE:	Administrative Assistant	DEPARTMENT:	Chimpanzee Sanctuary
FLSA:	Full Time	LOCATION:	Charlesville, Margibi
DEADLINE:	March 20, 2025		

To assist with basic Accounting and Human Resources functions at Second Chance Chimpanzee Refuge Liberia (SCCRL). Under the direction of the Office Manager and Humane World For Animals headquarters, ensures smooth daily operations, staff welfare, compliance with labor laws and Humane World policies, and accurate expense reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Carries out courier duties, including driving to various locations for banking, administrative, and other logistical purposes.
2. Assists with securing and monitoring the SCCRL cash box and controls its access in the absence of the Office Manager. Assists the Office Manager with collecting and verifying the validity of receipts, invoices, and other supporting documents for each cash disbursement and accurately filing them. Scans receipts, invoices, and other supporting documentation to be included in expense reporting.
3. Provides general office support including organizing and purchasing office supplies, coordinating staff meetings as directed and takes and files minutes, and other clerical tasks.
4. Assists with administration of SCCRL staff time sheets. Prepares, monitors, and files work schedules, including approved staff leave days.
5. As directed by the Office Manager and Director, assists with Human Resources administration.
6. Collects gas receipts and statements for the Total corporate card and submits to the Office Manager on a timely basis.
7. Performs other duties or responsibilities, as assigned.

DESIRED MINIMUM QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND EXPERIENCE:

1. High school diploma required. Bachelor's degree in accounting or equivalent work experience preferred.
2. A minimum of one (1) year of related work experience in a similar position, responsible for finance, accounting, and cash management, is required.
3. Experience in handling petty cash, preparing vouchers, and accounts payable preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic knowledge of HR policies and administration or the ability to learn quickly in these areas.
2. A valid driver's license is required, and a clean driving record is strongly preferred, with the ability to

- demonstrate and maintain a safe driving record while employed.
3. Must drive **STANDARD VEHICLE**
 4. Must be fluent in English.
 5. Strong knowledge of Microsoft Suite (Word, PowerPoint, Excel, Outlook).
 6. Comfortable in a fast-paced environment with frequent deadlines; high energy, self-motivated and proactive.
 7. Strong written and verbal communication skills.
 8. Attention to detail and commitment to excellence, demonstrated by the delivery of quality and timely outcomes.
 9. Ability to work both independently and as an effective team member in a team environment.
 10. Strong interest in animal protection issues preferred.

REPORTING RELATIONSHIP:

This position reports to the Office Manager, Second Chance Chimpanzee Refuge Liberia.

SUPERVISION EXERCISED:

None.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderately quiet.

Please include the following documents:

1. Letter of Application
2. Letter of Intent
3. Curriculum Vitae
4. Diploma & Certificates

All interested candidates please address your application to HSILiberia@hsi.org or dropped a hard copy at the Second Chance Chimpanzee Refuge Liberia office, Charlesville, Margibi County, Liberia.

EMPLOYMENT DISCLAIMER: *This job description is not a contract - management reserves the right to change the contents of this job description at any time. Humane Society International is an equal opportunities employer. We have a policy of equality of opportunity for all staff. Applications are welcome regardless of race, colour, nationality, ethnic or national origin, sex, marital status, disability, pregnancy or maternity leave, sexual orientation, gender reassignment, religion or belief, or age.*