



Job Description:

Company: International Medical Corps.

Job Title: Data Entry

Contract type: Special Service Agreement.

Duty Station: Syria Homs (Albayada)

Number of Vacancies: 1

Application Closing Date: October 6,2026, 4:00PM.

JOB SUMMARY

Responsible for acting as main point of contact between staff and visitors. The position maintains office supplies for DC office and interfaces with building management. In addition, this position supports the DC senior leadership team with administrative tasks. The position reports to Deputy Director HR Learning.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

1. MAIN TASKS AND RESPONSIBILITIES

- Maintain coverage of the DC front desk by answering phones in the reception area at all times
- Maintain and update the office extension list as needed
- Maintain login sheet for D.C. staff
- Maintain reception and kitchen areas neatness on a daily basis
- Coordinate D.C. facilities' maintenance (i.e. repairs, aesthetic integrity, etc.) by interfacing with building management to resolve issues
- Send out and track all outgoing Powers of Attorney
- Process visas for the DC office
- Provide light administrative support to members of the senior leadership team in D.C., such as printing, copying, scheduling meeting rooms, etc.
- Fulfill catering orders when requested
- Procure supplies for the D.C. office using the IMC procurement system
- Maintain updated records of the status of contracts and payments for the D.C. facilities (offices and apartments) utilities and other services contracted by the D.C. office
- Coordinate D.C. events in collaboration with HR Assistant
- Maintains high standards of confidentiality of all employee records and information

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

2. MINIMUM QUALIFICATIONS

- Typically, a Vocational certificate or GED. Equivalent combination of relevant education and experience may be substituted as appropriate 1+ year of relevant experience in similar position
- Excellent computer skills and knowledge of HRIS programs
- Excellent organizational skills; ability to multitask in a fast-paced environment
- Strong interpersonal and customer relations skills
 - Strong written and verbal communication skills
- PC skills with Microsoft Word, PowerPoint, Excel

○ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

○ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

To apply for this vacancy please click on the following link and fill in the required information:

Homs Albayada:

<https://enketo.ona.io/x/ZYoRLsaW>