



CALL FOR INTEREST:

Data Entry Consultant

HEAL is looking for a consultant with experience in data entry and working with CRM and AMS.

HEAL is a leading European not-for-profit organisation addressing how the environment affects health in the European Union and beyond. Our alliance brings together over 90 member organisations, representing health professionals, not-for-profit health insurers, doctors, nurses, cancer and asthma groups, citizens, women's groups, youth groups, environmental NGOs, scientists and public health institutes. Members include international and Europe-wide organisations, as well as national and local groups. (website: www.env-health.org).

The selected expert will work closely with the HEAL communications team to strengthen the organisation's data and contact management and will be responsible for the streamlining and maintenance of all contact data and groups HEAL is working with to ensure having the advocacy influence and smooth running as organisation we are striving for.

Tasks:

- Implementing HEAL's move to the new online contact management system in Mailchimp.
- Creating & updating HEAL's contact lists for EU institutions and national decision-making bodies

Experience:

- Bachelor's degree in administration, data processing, business or another relevant field.
- Experience on data entry.
- Experience working with a CRM or AMS.
- 2-5 years of experience in a similar position.
- Fluent English is a must. Knowledge of other EU languages is desirable.
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Conditions and selection procedure:

This consultancy agreement will cover a maximum of 25 days (8 hours a day) over two months.

Contract signature is expected for 1st November 2020 and the tasks need to be delivered by 31st December 2020

Deadline: 30th October 2020

Please submit your offer including a CV, a letter in English explaining your interest in this task and prior experience. Please state your daily rate (including all taxes) and clarify how many working days you could allocate to this consultancy between 1st November and 31st December 2020.



All information to be submitted to: elke@env-health.org

Offers will be evaluated based on price, quality and experience.

Those applicants whose tenders are shortlisted will be contacted. We may in the meantime contact you for further information. Submitted documents will not be returned. Bidders may ask for feedback

Date of publication of tender: 12th October 2020