

Job Title: Assistant, People Ops and Finance
Based in: Remote (Mexico or Poland)
Supervisor: Senior Manager, People Operations

Please note that English fluency is mandatory for the role. Please email your CV and a short cover letter to careers@tent.org as quickly as possible as applications will be reviewed on a rolling basis. If your background is a fit, we will be in touch.

About the Tent Partnership for Refugees:

With more and more refugees displaced for longer periods of time, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize global businesses to fill this gap by helping connect refugees to work. Today, Tent is a network of over 400 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the role:

Tent is seeking a dynamic, versatile, and highly organized early-career professional to join our expanding team as the Assistant for People Operations and Finance. This critical role involves driving our recruitment efforts, streamlining onboarding for new hires across the 12 countries where Tent operates, and supporting various human resources needs. This role will also assist with finance tasks, including handling expense reimbursements, managing invoices, and ensuring vendor compliance with international regulations. The ideal candidate thrives in a fast-paced, international environment, is detail-oriented, able to juggle multiple priorities, and eager to grow their skill set. Strong communication, discretion, and the ability to maintain confidentiality are essential for success in this role.

Key responsibilities:

People operations support:

- **Recruitment coordination:** Support the Senior Manager, People Operations in the recruitment and hiring process, including with drafting job descriptions, posting open roles, application management, scheduling candidate interviews, and coordinating communication throughout the recruitment process. Collect and store resumes for future openings and manage a pipeline of potential promising candidates.
- **Onboarding support:** Manage the coordination of the onboarding process for new staff, including working with the hiring manager/supervisor, scheduling meetings, and managing IT needs to ensure the smooth integration of new hires.
- **HR documentation:** Process and store HR paperwork, manage employee records, and follow up on missing documentation.

- **Employee support:** Serve as the primary point of contact between Tent staff and the Operations team and domestic and international payroll providers for staff inquiries to payroll, benefits, and other HR matters.

Finance support:

- **Expense reimbursements and credit card management:** Ensure compliance and manage documentation for employee reimbursements. Order and activate corporate credit cards, troubleshoot issues, and support in reconciling team credit card expenses alongside the Senior Manager, Finance & Operations.
- **Accounts payable:** Manage vendor information and invoice processing in Tent's online systems.
- **Audit and taxes:** Assist with administrative tasks related to the U.S. audit and tax returns.
- **Grant management:** Track grant deadlines, assist with gathering data for grant proposals, and provide vendor support regarding payments and banking information.

Other responsibilities can include, but are not limited to:

- **Culture and recognition efforts:** Support Tent's Culture Committee sessions and employee recognition events, driving a sense of belonging within the staff.
- **Organizational document management:** Organize and file important documents, including MOUs and trademarks.
- **Additional support:** Support the Chief of Staff, Finance Sr Manager, and People Operations Sr Manager, with other relevant employee-related matters as required.

Essential skills/experience:

- Bachelor degree, ideally in business administration, economics, accounting, or a related field.
- Full fluency in English to interact with Tent staff and external stakeholders.
- Basic familiarity with HR processes and payroll systems.
- Proficiency in Microsoft Office or similar tools, especially data tools like Excel.
- Strong ability to manage multiple tasks efficiently, prioritize responsibilities, and maintain detailed and accurate records.
- Strong verbal and written communication skills in English to interact effectively with internal teams, candidates, and external vendors.
- Ability to handle sensitive information with discretion and maintain confidentiality in all aspects of the role.
- A service-oriented attitude to address employee and candidate inquiries with professionalism and empathy.
- Keen eye for detail to ensure accuracy in documentation, compliance, and financial processing.

- Skill in managing time effectively to meet deadlines and handle competing priorities.
- Ability to work well with different cultures, contributing to a cohesive and supportive work atmosphere.
- Proven ability to learn quickly, adapt to new technologies and processes, and to take on new responsibilities as Tent evolves.

Desired skills/experience:

- Experience with HR and accounting software, such as Justworks, employer of record platforms, SAP Concur, Aplos, and Expensify..
- Understanding of accounting principles and financial reporting.
- Experience with vendor management and procurement processes.
- Fluency in another language (especially Spanish or Polish) is a plus.
- Aptitude for identifying issues, troubleshooting problems, and finding effective solutions.

Desired qualities

- A hard worker willing to go above and beyond to deliver high-quality work
- Intellectually curious, with a thirst for learning
- A willingness to roll up your sleeves and tackle new challenges
- Comfort in a fast-paced role with a relatively small, ambitious, and growing organization (with the opportunities and challenges that come with that)
- Enthusiasm to receive frequent feedback from hands-on leadership
- Excellent critical and analytical skills
- A direct and open style of communication
- A strategic operator, with the ability to find opportunities proactively and solve problems independently
- An innovative thinker, with a track record of translating thinking into action plans and output

To apply:

Please email your CV and a short cover letter to careers@tent.org as quickly as possible as applications will be reviewed on a rolling basis. If your background is a fit, we will be in touch.

Even if your experience is not a 100% match, we encourage you to apply. What we've listed are guidelines, not hard and fast rules. Tent will consider people from a variety of backgrounds and career experiences. We specifically encourage those with lived experience as a refugee to join our team.

Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and



genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.