



Back Office & Marketing Assistant (Female)

Location: B-17 Islamabad (Candidates residing near B-17, Wah Cantt, or Taxila will be preferred)

Timing: 10:00 am to 6:30 pm

Experience: 5 years of experience in administrative, marketing, or recruitment support roles.

We are hiring a **Back Office & Marketing Assistant** for our client in the **Oil & Gas industry**. The ideal candidate is a **dynamic, creative, and confident female professional** with at least **5 years of experience** in marketing, recruitment, or administrative roles within international or multinational organizations.

You'll provide **administrative and operational support** to recruitment and project management teams, helping connect skilled professionals with major oilfield, engineering, and operations projects worldwide. The role requires strong communication, independence, and technological proficiency, along with a **modern, forward-thinking mindset** and hands-on experience with **marketing and business software tools**.

Job Overview

The **Back Office & Marketing Assistant** will play a vital support role, ensuring that documentation, communication, and coordination activities run smoothly across teams. The ideal candidate is detail-oriented, organized, and proactive, capable of managing multiple priorities while maintaining efficiency and professionalism.

Responsibilities

Administrative Support:

- Manage day-to-day office operations, including scheduling meetings, maintaining records, and organizing digital and physical files.
- Prepare reports, presentations, and correspondence for management.
- Assist with documentation, compliance, and internal communication across departments.
- Coordinate travel arrangements, expense tracking, and office supply management.





- Support data entry and ensure accuracy of information in internal systems (e.g., CRM or ATS).

Marketing & Creative Support:

- Assist with the creation and execution of marketing materials and digital content for company branding and recruitment campaigns.
- Help manage social media accounts, website updates, and email campaigns to promote job openings and company initiatives.
- Conduct market and competitor research to support marketing strategy development.
- Collaborate with the creative team on copywriting, design briefs, and promotional assets.
- Maintain content calendars and track marketing performance metrics.

Recruitment Support:

- Support recruiters in sourcing, screening, and tracking candidates through job boards, LinkedIn, and internal databases.
- Coordinate interview scheduling and maintain communication with candidates and clients.
- Assist with onboarding documentation, verification of credentials, and compliance tracking (particularly for oil and gas roles).
- Help draft and post job advertisements, ensuring clarity and alignment with client requirements.
- Generate recruitment reports and maintain up-to-date candidate pipelines.

Skills & Qualifications

- Bachelor's degree in Business Administration, Marketing, Human Resources, or a related field (or equivalent work experience).
- 5 years of experience in administrative, marketing, or recruitment support roles experience in administrative, marketing, or recruitment support roles (agency or corporate environment preferred).
- Excellent organizational, multitasking, and communication skills.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint), Google Workspace, and CRM/ATS systems.
- Familiarity with digital marketing tools (Canva, Mailchimp, LinkedIn Campaign Manager, Meta Business Suite).
- Strong attention to detail and ability to manage multiple projects with tight deadlines.





Preferred Skills

- Experience in the oil and gas, energy, or industrial services sectors.
- Understanding of recruitment processes and basic HR compliance.
- Creative mindset with an eye for branding and content design.
- Basic data analysis or reporting experience.
- Self-starter attitude with the ability to work independently and collaboratively in a team setting.

Benefits

- Market-competitive salary package.
- Opportunity to work with international oil & gas clients.
- Career growth and skill development opportunities.
- Supportive and collaborative work culture.

To Apply

You can apply through LinkedIn or email your CV and a short message to
info@itsolutionshub.com

