

Expert Relations Associate (Africa)



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jan 01, 1970

Published : Sep 09, 2025

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Mid Level

Qualification : Bachelor Degree

Job Description

About the job Expert Relations Associate (Africa)

africon GmbH is seeking a detail-oriented and resourceful professional to join our consulting team. In this role, you will support Project Managers in identifying, engaging, and onboarding industry experts across a wide range of sectors, depending on the needs of each project. You will also be responsible for maintaining and optimizing the company's contact database to ensure accurate, up-to-date, and accessible information.

Responsibilities:

- Collaborate with Project Managers to understand expert requirements for ongoing and upcoming projects.
- Conduct targeted research to identify potential experts in relevant industries and geographies.
- Initiate outreach to experts, present engagement opportunities, and coordinate onboarding.
- Maintain accurate and comprehensive records of experts and contacts in the company database.
- Ensure the contact database is regularly updated, cleaned, and optimized for usability.
- Develop and implement processes to improve expert sourcing efficiency and database accuracy.
- Build and maintain relationships with key experts to facilitate future project needs.

Education & Experience

Bachelors degree in business, Human Resources, Communications, or related field. Proven experience in research, talent acquisition, or database management

Must Have

Strong communication and interpersonal skills for engaging with professionals across industries. Excellent organizational skills and attention to detail. What we offer: Health insurance Remote work flexibility Home office or co-working allowance Annual vacation days and national holidays Paid parental and casual leave Continuous professional development stipend Bonuses

APPLICATION

LINK: <https://tinyurl.com/8dxhu8pe>

Educational Requirements

Bachelor Degree

Compensation & Other Benefits
