



Policy and Corporate Affairs Manager – Job Description

The European Chamber of Commerce, Singapore (EuroCham) invites applications for the position of Policy and Corporate Affairs Manager.

EuroCham represents the common interests of the European business community in promoting bilateral trade, services and investments between Europe and Singapore and South East Asia.

EuroCham is a non-profit, membership-based organisation with a membership composed of direct corporate members as well as the European national chambers of commerce and business groups in Singapore.

We give our members access to the European business community in Singapore and provide a unique information and exchange forum and an advocacy channel to Singaporean, ASEAN and European political and economic circles. EuroCham is the sole European representative at the Singapore Business Federation Council.

The core activities of the Chamber are driven by the sector Committees. The Committees are one of the pillars of the Chamber and their role is to bring forward the advocacy activities representing the interests of the European Business community vis-a-vis local and regional governments and authorities.

The primary responsibilities of the Policy and Corporate Affairs Manager will be to build and maintain relationships with member and to coordinate and lead the work of these Committees.

General duties and responsibilities

- Coordinates and brings forward the Committees activities internally and externally (with members, National Business Groups, EuroChams in ASEAN, organisations, government, etc)
- Organizes and implements the activities and events planned by each Committee and actively participates in the development of the Committees' strategies
- Ensures the effective management of the activities and the achievement of the KPIs in line with the Chambers goals and objectives within budget
- Builds and manages relations with Committee members maintaining links relevant stakeholders locally and regionally
- Leads the creation of new Committees

Key qualifications

- University degree in business administration, public policy, economics or a related field
- Minimum of 1-2 year of relevant working experience preferred,
- Goal driven with the ability to persuade individuals with decision making authority
- Excellent communication skills, including good negotiation and sales skills
- Excellent organizational skills, attention to detail and ability to meet deadlines
- Ability to build strong professional relationships with stakeholders and pro-active working attitude as well as the ability to quickly integrate into a small team and operate in a multi-cultural environment
- Good knowledge of Singapore and ASEAN is an asset



- Fluency in English and very good drafting skills.
- Computer literacy (MS Office); IT skills for website and database management are an asset.

Key Qualities

- Professionalism, excellent presentation skills
- Good interpersonal Skills, good networker
- Self-Motivated, able to take initiatives and bring new ideas
- Flexibility, willing to take on tasks outside of job description
- Intellectual Curiosity, interest and knowledge of EU and ASEAN a plus

The Policy and Corporate Affairs Manager will work under the direct supervision of the Executive Director and is also required to provide overall support to the daily activities of the Chamber. He/she will be responsible for hiring and supervising interns who may be recruited to work in a supporting role.

Please submit your **CV, cover letter** and minimum **one reference letter** to info@eurocham.org.sg by **2nd June 2017** (earlier applications are encouraged).

Only shortlisted candidates will be notified