



European Chamber of Commerce (Singapore)

The European Chamber of Commerce (Singapore) is looking for a detail-oriented and hands-on Administration and Communications Manager to join the team.

Job title	<i>Administration and Communications Manager (Part-Time)</i>
Reports to	<i>Executive Director</i>

The Administration and Communications Manager (Part-Time) is responsible for the smooth operation of the office in terms of the Chamber's general office management, secretariat support and external communications. This role reports directly to the Executive Director.

The role is a permanent part-time position (2 full days + 2 half-days per week), working a total of 24 hours per week.

Duties and Responsibilities

Accounting

- Maintain regular and accurate book-keeping on Xero and Expensify softwares
- Responsible for invoicing process, including preparation and tracking of invoices and payments on current software.
- Manage and organise expense reimbursements
- Control internet banking accounts and transactions
- Liaise with external service providers (i.e. bank, auditor, payroll)
- Maintain good documentation and filing of financial information

HR & Administration

- Keep track of team's annual/sick leave and staff insurance
- Manage on-boarding process for new hires and incoming interns
- Extend support where necessary in statutory registration via CorpPass (i.e. iROSES, MOM, IRAS)
- Manage call screening and monitor and sort relevant emails from general email inbox
- General office duties (i.e. purchase of office/pantry supplies, ensure WIFI, telephone and printer systems are up and running)
- Supervise updates of database in CRM system Capsule, ensuring accuracy of members' information



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Chamber Secretariat Support

- Set up meeting room for Board, EXCO and Executive Directors' meetings
- Responsible for taking minutes and transcribing minutes for Board, EXCO, Executive Directors', some committee meetings as well as for the Annual General Meeting.

Communications

- Regular content updates on website to ensure accuracy and relevance of information
- Content production and proofreading: press releases, event write-ups, social media bylines, yearly messages for President and Executive Director, articles for Annual Magazine, email communication
- Work with Marketing and Events Manager to prepare monthly e-newsletter and the Chamber's official publications
- Assist Marketing and Events Manager with social media presence by organising regular updates and postings on Facebook, LinkedIn and Twitter.
- Assist Marketing and Events Manager with advertising and marketing enquiries for paid campaigns
- Vet and identify good and relevant channels/conferences for EuroCham brand exposure through partner event support
- Support the Chamber's event organisation and execution, alongside the Marketing and Events Manager
- Other administrative tasks as assigned by the Management.

Qualifications

- Bachelor's Degree in Business Administration, Management or in a related field.
- At least 1 to 2 years of experience in an administrative role. Experience in Marketing Communications is an advantage.
- Able to maintain a high degree of confidentiality of information.
- Has a keen eye for detail, is organized and meticulous. Is able to multi-task and adhere to deadlines.
- Possess good communication and interpersonal skills. Good command of spoken and written English.
- Tech-savvy
- Can work both independently and in a small team.
- Flexible in working hours; Readily available to support during events

To Apply

Please submit your CV and cover letter with subject 'Administration and Communications position' to Ms Nele Cornelis, Executive Director (nele.cornelis@eurocham.org.sg). Only selected candidates will be notified.

Applications should reach us no later than 30 April 2019, 5PM (SGT).