

JOB DESCRIPTION

Type	Permanent, full time Open for Swiss Citizen/PR/SG only
Designation	Engagement Manager
Work Location & working hours	<ul style="list-style-type: none"> - Work from Home or assigned Office - 40 hours per calendar week (presence during evening and early morning events required occasionally)
Reporting Manager	Board

Candidate Profile	<ul style="list-style-type: none"> - Relevant experience in membership management, finances & administrative work, event organization, website management and social media marketing - Experienced in communicating with senior executives, sponsors & partners - Ability to prioritise tasks and projects - Strong computer skills (MS Office, Google tools), preferable with additional knowledge of Website management (GlueUp) - Ability to work independently, well-organized, good sense for time-management and responsibility, - Discrete, reliable, flexible and proactive - Affinity with the Swiss Community in Singapore - Excellent English language skills, French or German language skills are a plus
Key Performance Indicators	<ul style="list-style-type: none"> - Accuracy and efficiency in administrative tasks - Responsiveness (acknowledge emails from Members, Committee, external parties within on working day) - Filing documents (Google drive, mailbox) - Meet all deadlines (events etc.) - Membership management
Job Description	<p>Administrative Tasks</p> <ul style="list-style-type: none"> - Secretarial and admin support to manage the office. - Manage member databases (keep data up-to-date). - Answer and coordinate daily enquiries from members/partners/key stakeholders. - Provide support for Members/Committee (help with update of member profiles, login, event registration etc.) - Finance management (keep track of payments, outstanding invoices, issue invoices, sending out reminders, recording/adjusting entries on the Xero platform, etc.) - Preparing and distribution the agenda for online/offline meetings - Take minutes of committee meetings - Interact with various key stakeholders such as the Swiss Embassy, other Chambers, suppliers, members and the Swiss community - Filing and record keeping <p>Managing the Board and other stakeholders</p> <ul style="list-style-type: none"> - Liaise with board members and other stakeholders of the SwissCham (Sub-Committees, Young Professionals) to understand their agenda

	<ul style="list-style-type: none"> - Prioritise projects and tasks by relevance and feasibility <p>Website and Social Media</p> <ul style="list-style-type: none"> - Responsible for content management of www.swisscham.sg - Constantly updating the website/social media with events, news, pictures - Help the SwissCham with marketing, media and PR activities. - Create banners and captions for social media and newsletters. - Make sure technical issues are solved within the shortest delay. <p>Event Management (physical)</p> <ul style="list-style-type: none"> - Organization of networking, members engagement and partners' events (planning and execution). - Select event venues, negotiate prices for locations, F&B packages and technical equipment (according to event budget). - Communication/coordination with sponsors/speaker/suppliers/venues before/during/after the event - Event administration (coordination of dates, create agenda, preparation and distribution of e-invitation, manage event on website/social media, manage guest list, send out reminders) - Organization of event related material (present for speaker, name tags/labels for guests/speaker, SwissCham roll-up banners, laptop, pointer). - Welcoming the guests at the event. <p>Ad-hoc Project Management</p> <ul style="list-style-type: none"> - Involved in various SwissCham projects, including the Business Excellence Awards. - Young Professional, Finance and new sub-committee events - Mentorship programmes - Webinar series (topics on travels, APAC chambers, Digital Transformation Award, People & Skills Development Award...etc)
<p>Our offer</p>	<ul style="list-style-type: none"> - This position offers the possibility to bring in your past experience, personal creativity and initiatives and the opportunity to connect with various professionals in Singapore - Dynamic committee, SwissCham intends to grow and to expand the existing activities in Singapore - Laptop for home office is provided - Flexible working hours and off-in-lieu <p>Starting Date</p> <ul style="list-style-type: none"> - Immediate <p>Please state your salary expectation in your application for this full time position</p>

Interested applicants please send applications by email to: office@swisscham.sg