

Office Manager at Canada-ASEAN Business Council

The CABC is looking for an *Office Manager* to support its team in Singapore.

Job Summary

The full-time Office Manager will manage all administrative and select operational matters of the CABC. Our ideal Office Manager comes with expertise in running the day-to-day administrative tasks of the CABC Singapore office, including financial accounts, database management, events management, and general support for all other projects.

Responsibilities

Administration

- Manage the administrative financial tasks of the organization
Including issuing invoices, developing financial reports, and liaising with third-party accounting and corporate services providers
- Maintain internal filing systems and databases for all documents and contacts
- Optimize operational workflow
Including implementing procedures and planning office assets and resources

Event support

- Assist in the planning, organizing, and delivering of the Council's events,
Including sourcing for service providers and vendors, managing on-site registration and event flow, and making travel and logistical arrangements

Requirements

- Good writing and communication skills (English)
- Requires background and/or experience in accounting
- Experience in supporting and/or organizing events would be highly preferred
- A team-player and problem-solver with strong sense of responsibility
- Ability to work independently and multi-task with good time management

Applicants can send their CV and cover letter, with indication of their earliest start date, to Ms. Nicky Lung, Associate Director of the CABC, at nicky.lung@canasean.com

About the Canada-ASEAN Business Council (CABC)

Established in 2012, the CABC is the collective voice of Canadian private sector, with an ASEAN region-wide mandate to promote and increase trade relations between the two regions. The mission of CABC is simple - to facilitate increased trade and investment in the Canada-ASEAN economic corridor, and to provide our members with concrete commercial



Canada-ASEAN Business Council

opportunities to build and grow their companies.