



## Vacancy at Asia-Europe Foundation (ASEF)

Position	<b>Executive Assistant</b>
Department	<b>Executive Office</b>
Reporting to	<b>Manager of Executive Office</b>
Location	<b>Singapore</b>
Type of position	<b>1 Year Contract (renewable)</b>
Expected Start Date	<b>October/November 2024</b>
Application Deadline	<b>17 October 2024</b>

### About the Asia-Europe Foundation (ASEF)

The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships, and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, education, governance, sustainable development, economy, and public health. ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM)<sup>1</sup>. For more information, please visit [www.ASEF.org](http://www.ASEF.org).

### About the ASEF Executive Office

The Executive Office (EO) supports the Executive Director and the Deputy Executive Director. Management decisions based on policy guidelines set out by the ASEF Board of Governors are implemented through the Executive Office. It is responsible for determining ASEF's strategic objectives as well as for enhancing its performance. The Executive Office also ensures smooth and efficient coordination between ASEF and its stakeholders as well as between ASEF's Departments and Task Forces.

### About the Position

The Executive Assistant provides a full range of secretarial support to ASEF's Senior Management (SM), namely, the Executive Director and the Deputy Executive Director. He/She is responsible for all tasks related to the Executive Office Operations, Stakeholder Management, and upkeep of data. From time to time, you will be required to provide logistical support at other ASEF events (ASEF Day, staff trainings etc.) and ultimately responsible to contribute to the efficiency of the business by providing personalized and timely support to ASEF's Senior Management.

This position reports to the Manager. The appointment is on one-year contract basis, with an initial three-month probation period.

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<sup>1</sup> The Asia-Europe Meeting (ASEM) is an intergovernmental process established in 1996 to foster dialogue and cooperation between Asia and Europe. The 53 ASEM partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union, and the ASEAN Secretariat. For more information, please visit [www.ASEMinfoboard.org](http://www.ASEMinfoboard.org)

## KEY RESPONSIBILITIES

### 1. Provide a full range of secretarial support to Senior Management

- Manage the SM's schedules and calendars,
- Arrange logistics for the SM according to the respective needs,
- Assist the SM to receive guests, including serving refreshments,
- Manage information flow in a timely, accurate and professional manner
- Administer SM's meetings and participation in various events, including liaising with all internal departments,
- Make travel arrangements for SM, liaise for activities during their business trips, prepare travel folder and other materials as required, and follow up where needed,
- Process internal submissions (routings, publications, reports etc.) for SM's review and approval,
- Handle SM's financial claims and reimbursements,
- Answer/make phone calls on behalf of SM and receive/send emails,
- Assist the Manager to compile and proof-read talking points, speeches, presentations and other working documents for SM,
- Assist the Manager with internal and external correspondence and other working documents for SM, which encompasses drafting/editing/proof-reading letters in SM's names,
- Undertake other secretarial assignments as needs arise,
- Maintain confidentiality of sensitive information.

### 2. Other Tasks in the Executive Office; Assisting the Manager, Project Funds Manager and HR

- Manage the Executive Office's online platforms and ensuring information is up-to-date (web administration of ASEF stakeholder database, EO page on ASEF's website, Sharepoint, project planner etc),
- Assist as liaison in correspondence with key stakeholders, as requested by Manager.
- Assist in coordinating meetings and events (setting up calendar invitations, compiling relevant documentation, organizing logistics), as delegated by the respective team members,
- Assist the Manager with ASEF Board of Governors' Meetings, in its planning and implementation. Tasks include but are not limited to:
  - (i) Key liaison to third-party vendors,
  - (ii) Logistics planning and execution,
  - (iii) Provide support in preparing content (Admin Circular & FAQ, drafting letters to participants, updating the documents in the Board folder etc.)
- Assist in other routine tasks of the Executive Office, as assigned.

## KEY COMPETENCIES

The Executive Assistant should abide by the highest ethical and moral standards:

- The ability to work in a team, with strong interpersonal and communication skills,
- Cultural awareness; the ability to effectively communicate with individuals from diverse professional and social backgrounds,
- Strong writing and presentation skills, as well as organizational capacity,
- Strong command, both oral and written, of the English language; this being the working language of ASEF. Any other language of an ASEM member is considered to be an extra.
- Strong command of IT skills, in particular MS Office proficiency, as well as web administration,
- Strong attention to detail and problem-solving abilities.

## QUALIFICATIONS & EXPERIENCE

- Bachelor's degree or equivalent in a related field of study
- Minimum 5+ years of work experience as a professional senior executive assistant supporting C-level executive.

## CITIZENSHIP

ASEF is an organisation established in 1997 through the Asia-Europe Meeting (ASEM). To complement ASEM's mission to promote opportunities for Asians and Europeans to exchange ideas and collaborate, to achieve innovation and sustainable solutions for common global challenges, we invite candidates who are citizens and passport holders of [ASEM Partner](#) countries to apply for this position.

## Remuneration

The successful candidate will be offered a monthly salary commensurate with the personal qualifications and experience. Other applicable benefits include medical benefits, various paid leaves and an annual wage supplement equivalent to a month's salary.

## How to Apply

To apply for this position, please submit the following documents:

- Cover letter detailing the qualities/contributions that you would bring to ASEF,
- Curriculum vitae with your contact details, highlighting work experiences and studies related to the above job requirements,
- Clear indication of your nationality,
- Contact detail of 2 referees who can comment about your recent work in a professional capacity; please mention the capacity in which you know them.

Please email your application with the subject "**EO\_EA 2024 – your full name**" to [\*\*hr@asef.org\*\*](mailto:hr@asef.org)

As we receive a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via e-mail.

*ASEF is an employer who does not discriminate against any job applicant or employee based on gender, sexual orientation, disability, age, colour, ethnicity/race, national origin (ancestry), religion (creed), marital status or pregnancy.*