



## Vacancy at Asia-Europe Foundation (ASEF)

Position	Senior Executive, Executive Office (Admin/Facilities)
Department	Executive Office
Reporting to	Director of Executive Office/Chief of Staff
Location	Singapore
Type of position	1 Year Contract (renewable)

### 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 Senior Executive provide administrative, technical, and logistical support to all departments and ASEF major events, ensuring all necessary arrangements, setup, and documentation are completed promptly. Coordinate and confirm all logistical arrangements well in advance ensuring smooth operation. (Including assistance in preparing for EO related activities)

The appointment is on one-year contract basis, with an initial three-month probation period.

<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) Administrative Support

- Provide administrative, technical, and logistical support to all departments and ASEF major events, ensuring all necessary arrangements, setup, and documentation are completed promptly. Coordinate and confirm all logistical arrangements well in advance ensuring smooth operation. (Including assistance in preparing for EO related activities)
- Conduct onboarding sessions for new staff and directors, including preparation of business cards and facility access, ensuring familiarity with office processes, tools, and equipment. Assist in the offboarding process to ensure all necessary steps are completed efficiently.
- Assist in developing and enforcing policies and procedures to ensure the proper operation of the Foundation.
- Provide administrative support to the Executive Office, ensuring smooth coordination of communication and activities.
- Ensure important operational and administrative updates are communicated effectively across the organisation.

### 2) Finance

- Prepare and manage the annual admin budget, track spending, and ensure financial alignment.
- Collect, review, and process utility bills (e.g., electricity, telephone) for timely payments.
- Monitor and control office expenses to ensure adherence to the budget.
- Assist with financial reporting
- Maintain accurate records of financial transactions and vendor payments.

### 3) Office, Facilities and Vendor Management

- Ensure all office equipment, including copiers, water dispensers, coffee machine, franking machine, and AED machine, are maintained and functioning properly through regular checks and arranging repairs as needed.
- Manage corporate vehicle/s, including purchase, maintenance, insurance, registration, fuel, parking, and driver's licence administration.
- Propose and implement office improvements aimed at enhancing productivity and comfort (e.g., upgrading conference room equipment, replacing furniture, installing additional amenities).
- Manage the timely procurement and replenishment of pantry items and office stationery to maintain a well-stocked environment.
- Manage the mailing/courier process, ensuring efficient handling of outgoing and incoming mail.
- Ensure the office is cleaned and sanitised daily according to established hygiene standards. Manage cleaning staff and conduct regular inspections.
- Responsible for identifying and suggesting improvements in the overall outlook of the foundation, including maintaining cleanliness, updating room presentations, refreshing wall photos, and optimizing underutilized spaces for better functionality
- Collaborate with the facility officer to effectively manage service contractors, including security, landscaping, and cleaning vendors, ensuring all contractual obligations are met.
- Supervise office building maintenance and repair works to ensure all amenities are functioning properly. Conduct regular inspections and address maintenance issues promptly to maintain a safe and efficient work environment.

### 4) Logistics Coordination

- Coordinate and confirm all logistical arrangements well in advance, ensuring smooth operations for events and day-to-day office activities.

### 5) Perform other tasks as assigned by the Department Director

## KEY COMPETENCIES

- Strong administrative and organisational skills; problem-solving focus and ability to work independently across a range of tasks.
- Excellent team collaboration skills and strong interpersonal and communication abilities.
- Provide high-level support to supervisors and colleagues, including guidance on administrative matters.
- Ability to proactively take full charge of duties under his/her responsibility.
- Strong cultural awareness, and ability to effectively communicate with colleagues and service providers from diverse professional and social backgrounds.
- Attention to detail in ensuring accuracy and consistency in documents.
- Capable of managing multiple tasks efficiently and prioritising work effectively.
- Ability to maintain confidentiality regarding sensitive information.
- Demonstrate adaptability, flexibility, initiative, and ability to work effectively under pressure.

## QUALIFICATIONS & EXPERIENCE

- Excellent command of MS Office (Word, Excel, PowerPoint, Outlook) and other office productivity tools.
- At least 3 to 5 years' experience in office management and administration.
- Familiarity with basic office IT troubleshooting and coordinating with IT support for hardware/software issues.
- Experience supporting Executive Office functions, including scheduling, correspondence, and workflow coordination.
- Proficient with communication platforms (Teams, Zoom, or equivalent).
- Knowledge of office operations, facilities management, and vendor coordination.

## 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.

## RENUMERATION

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 via this [link](#) by **18 February 2026**.

The following documents need to be uploaded to the online application:

- Motivation letter (no more than 500 words) detailing the qualities and contributions that you can bring to ASEF
- Curriculum vitae (CV) with your contact details, highlighting your education, work experiences and other qualifications related to the job requirements
- Contact details of 2 referees who can comment about your recent work in a professional capacity; please mention the capacity in which you know them.

As we may 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.*

ASEF promotes hybrid work arrangement.