

Executive Assistant to the Chief Executive Officer Asia Pacific Regional Services Private Limited Singapore

Asia Pacific Regional Services (APRS) is a consulting company formed to provide administrative and advisory services to entities operating globally and within the Asia-Pacific region, ranging from Mongolia to Nepal. Its primary focus is on not-for-profit entities who work to strengthen the rule of law, who support initiatives to advance justice, education, public health, and independent media, and who place a high priority on protecting and improving the lives of people in marginalized communities.

Please send C.V. and cover letter to: jobs@asiapacificrs.com.
Closing Date: 1 September 2018

Job Profile

- The Executive Assistant reports to the Chief Executive Officer and is part of a tightly-knit, collaborative, and fast-paced team.
- The Executive Assistant is responsible for gatekeeping, scheduling, logistic coordination, processing payments, and work such as editing documents for senior management's review in addition to more administration tasks.
- Candidate should excellent administrative skills, strong organization, ability to execute quick judgment, all with a strong editorial eye and high attention to detail.
- This position requires frequent travel within the Asia region.

Administrative

- Screen incoming calls and correspondence, direct to appropriate project staff, and draft routine project correspondence;
- Assist with administrative and logistical issues for meetings, travel arrangements, which include scheduling airline tickets and hotel, coordinate trip with other travelers, and ensure that supporting travel documentation is in place;
- Maintain calendar for the CEO, including scheduling and confirming meetings, reserve meeting rooms, and organize materials;
- Maintain contact list and files and oversee electronic mail distribution lists;
- Arrange for approval of payments for staff, consultants, and grantees;
- Draft agenda and take notes during team meetings.

Research

- Gather and organize briefing materials in advance of meetings;
- As directed, conduct research for materials, provided to the CEO, for use in articles and speeches.

Financial/Legal

- Advise staff of routine financial and legal procedures and implementation;
- Review consultant proposals for content in keeping with project descriptions and maintain a list of contracts both pending and approved;
- Process credit card payments through internal systems;
- Oversee expenses on a regular basis.

Other

- Frequent travel with Asia;
- Perform other duties as assigned.

Qualifications

- Bachelor's degree from a four-year college or university and three to five years of relevant experience and/or training, or equivalent combination of education and experience;
- Office management and executive assistant experience required;
- Basic financial expertise and budgeting background helpful;
- Knowledge and interest in the Asia region;
- Excellent written, verbal, organizational, analytical and interpersonal skills;
- Excellent computer skills, proficient in Microsoft office;
- Excellent listening and communication skills with sensitivity to cultural communication differences;
- Show discretion and ability to handle confidential issues;
- High level of self-motivation and at ease working independently when necessary;
- Poised and works well under pressure;
- Attentive to detail and prioritizes often simultaneously on a wide range of tasks and projects;
- Flexibility and willingness to work simultaneously on a wide range of tasks and projects and ability to prioritize tasks;
- Pleasant, diplomatic manner and disposition in interacting with senior management, co-workers, and the general public.