



Executive, External Affairs Job Description

Established in 1973, the American Chamber of Commerce in Singapore (AmCham) is the largest international business association in Singapore, representing nearly 550 member companies and over 5,000 senior business executives. AmCham is a non-partisan business-progressive Association. Our mission is to promote the interests of AmCham members in Singapore and the region by providing advocacy, insights, and connections through our programs, events and publications.

About the Role

AmCham Singapore seeks a poised, energetic, and confident Executive to be part of the External Affairs team. This full-time position will report to Head, External Affairs to manage projects such as annual conferences, webinars, workshops, publications, etc. Responsibilities include the coordination and completion of projects on time within budget and within scope. The successful candidate will work directly with the AmCham staff, member companies and vendors to ensure deliverables fall within the applicable scope and budget.

The position allows for significant exposure to business leaders across a wide range of industries and sectors and therefore requires high emotional intelligence, strong powers of persuasion, clear communication skills, and a personable and professional presence. This is a people-oriented role that requires a professional who is a detail-oriented self-starter and thrives in a fast-paced, collaborative environment.

Major Responsibilities

- Support events and meetings with Singapore, regional and U.S. government officials, including event management and promotion on the Chamber's social media platforms.
- Support and maintain relationships with Singapore Government agencies, to secure AmCham as a preferred partner representing business.
- Support and maintain relationships with media and manage media presence. Draft media releases related to major AmCham's events.
- Assist in developing committee events including identifying relevant industry specific topics, speaker sourcing amongst member companies, drafting of event synopsis and editing committee insights papers.
- Establish and maintain relationships with third parties/vendors, AmCham members and other key stakeholders
- Assist in committee management, including organizing committee meetings, meetings with the Board, and updating Co-Chair details.
- Draft invitation letters to Singapore, regional and U.S. government officials to attend events. Draft talking points, speeches, presentations, and advocacy updates to members.
- Assist with the drafting of publications and presentations of findings.
- As required, provide logistical support for the Chamber's events
- Any other ad-hoc duties as assigned



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Registration No. ROS 239/73 TAP

Requirements

Strong candidates will have a sophisticated understanding of relationship management, as well as demonstrated success with project management. They must be able to acclimate quickly, assess internal and external priorities and establish the relationships they need to move forward and execute. The candidate must be able to work independently yet collaboratively in a high-performing, fast-paced environment.

- Applicants with 2-4 years of experience are encouraged to apply
- Applicants must be organized, have strong attention to detail and able to work in a fast-paced environment with minimal supervision
- Strong oral communication and writing skills with demonstrated ability to effectively engage with senior leaders in business and government
- Able to coordinate multiple projects simultaneously, complete workload within established time frames
- Applicants should be self-motivated, result oriented and eager to learn
- Must be able to work independently and follow through on assignments
- Exceptional interpersonal skills to effectively cultivate internal and external relationships
- Must be proficient in Microsoft 365, including Teams, Word, PowerPoint, and Excel

Application Guidelines:

Qualified applicants are invited to email a detailed resume, availability and salary expectation to Celina Chong at hr@amcham.org.sg. Only shortlisted candidates will be contacted upon selection. Interested individuals are strongly encouraged to submit their applications as soon as possible.