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Registration No. ROS 239/73 TAP

## **Executive, External Affairs (Events) 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 organized Executive to be part of the External Affairs team. This full-time position will report to Project Manager, External Affairs and will be part of the events team responsible for producing high quality events. The successful candidate will work directly with the AmCham staff, member companies and vendors to ensure event logistics and 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, good customer service, 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 event administration and execution of in-person and virtual events
- Coordinating and managing all event logistics such as preparation of key event collaterals (name tags, event programs, updated registration lists, etc.)
- Managing website content for programming by ensuring all event details are up to date
- Ensure effective communication to deliver high level of service quality for members
- Ensure successful execution at each event to deliver a high level of service quality for members
- Relationship management with members and vendors
- Any other ad-hoc duties as assigned

### **Requirements**

Strong candidates will have a good organization skills and 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.

- A team player, detailed oriented, meticulous, resourceful and independent
- Ability to meet deadlines and multi-task
- Good command of written and spoken English as the role requires regular communications with individuals from American businesses
- Flexible working hours by coming in early morning and staying back in the evening

- 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.com.sg](mailto:hr@amcham.com.sg). Only shortlisted candidates will be contacted upon selection. Interested individuals are strongly encouraged to submit their applications as soon as possible.