



ASPF Career Opportunity: Executive Assistant

ASIA SOCIETY PHILIPPINE FOUNDATION, INC. Job Opening: Executive Assistant

PROGRAM/DEPT: Administrative

REPORTS TO: Executive Director

Purpose:

The Executive Assistant serves as a key facilitator in the communication and interaction between the Executive Director, Program Officers, Board of Trustees and Asia Society Members. Working as the administrative arm of the team, the position's prime function is to work directly with the Executive Director and Program Officers in the development and implementation of programs and activities of the center. The position works to organize administrative and development efforts on behalf of the Executive Director's Office with Trustees, high-level donors, government agencies and Asia Society Members. The Executive Assistant will also serve as the focal point in coordinating and executing the Center's administrative duties and activities.

Responsibilities:

- Maintain information and other administrative systems – including financial and human resources administration as required – and ensure effective access to up-to-date information for the Executive Director (ED)
- Arrange and co-ordinate all aspects of internal and external meetings on behalf of the ED; ensure efficient recording, dissemination of information and follow up
- Serve as an administrative liaison to government agencies and other mandated organizations
- Collaborate with the Program Officers to help build a strong work environment by supporting the team in **staff** events, promoting a culture of inclusion, and overseeing effective internal communications
- Coordinate and oversee special projects and meetings with the Program officers, Trustees and Members;
- Assist in financial administration; expenditure monitoring and reporting in collaboration with the Program Officers and Financial Officer
- Act as first point of contact for internal and external queries/requests to the ED
- Ensure compliance and adherence to established policies and procedures
- Other duties as assigned

Requirements:

- Bachelor's degree and 1-3 years of relevant administrative experience
- Excellent organizational skills, and ability to maintain paper and electronic filing for company records, government forms, incoming and outgoing mail, bills and financial documents
- Good oral and written communications skills, including proofreading, and ability to research information and present it concisely
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details
- Values confidentiality and ensures the privacy of company records
- Interest in Asian affairs, international relations, international economics, and foreign policy.

- Experience in working in a fast-paced and dynamic environment
- Proficiency in Microsoft Office Suite (Word, Excel, Powerpoint, *Outlook); knowledge in Adobe Photoshop preferred
- Interest and ability to learn diverse software applications
- Database management experience preferred

Kindly address your cover letter to the Executive Director, Suyin Liu Lee and submit together with your CV at info@asiasociety.org.ph. **Please indicate on email subject line: “Application: Executive Assistant”.**