

Asia Society Career Opportunities

Location: Makati, Philippines

Position: Executive Assistant

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 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.
- Assist in processing new membership and membership maintenance. Administer accuracy of records for active and non-active members including data entry, acknowledgements, address changes, receipts, member benefits and membership cards.
- Collaborate with the Program Officers to helping 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.



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Requirements:

- Bachelor's degree and 1-3 years of relevant program management or administrative experience.
- Strong ability to interact across time zones and with diverse constituencies, including experts, trustees, funders/donors, and all levels of staff with tact and good judgment.
- Outstanding 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.
- Proven organizational skills, with strong ability to set priorities, manage multiple tasks, work independently and function under pressure.
- 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.

How to apply:

Please email your (1) cover letter and (2) resume, indicating salary requirements, to:

Suyin Liu Lee, Executive Director
Asia Society Philippine Foundation, Inc.
Email: info@asiasociety.org.ph

Indicate job title in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email bounced back.

Asia Society is an equal-opportunity employer