



Philippines

Founded in 1956 by John D. Rockefeller 3rd

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Myla C. Villanueva

## ASIA SOCIETY PHILIPPINE FOUNDATION, INC.

### Job Opening: Executive Assistant

**DEPARTMENT:** Administration

**REPORTS TO:** Executive Director

**PURPOSE:** The Executive Assistant serves as a key facilitator in the communication and interaction between the Executive Director, Program Officers and Assistants, Board of Trustees and pertinent constituents. Working as the administrative arm of the team, the position's prime function is to work directly with the Executive Director, Program Officers, and Program Assistants 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 coordinate 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
- Collaborate with the Program Officers and Assistants 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

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**ASIA SOCIETY PHILIPPINE FOUNDATION, INC.**

AIM Conference Center, 2nd Floor, Benavidez corner Trasierra Streets, Legaspi Village, Makati City, Philippines 1260

Phone 632.550.2612 Telefax 632.810.8983

AsiaSociety.org/Philippines



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## Philippines

### 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 and international affairs
- 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
- Preferably with experience in NetSuite

### HOW TO APPLY:

- Submit your (a) Resume and (b) Cover Letter to:  
**Suyin Liu Lee**  
**Executive Director**  
**Asia Society Philippine Foundation, Inc.**  
Email: [ManilaHR@asiasociety.org](mailto:ManilaHR@asiasociety.org)
- Indicate "Application: Executive Assistant" on email subject line
- Applications with incomplete requirements will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted.
- Please regard your application as received unless your email bounced back

Asia Society is an equal-opportunity employer.

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