



**The ADB-DutchCham (Singapore) is looking for a detail-oriented, data-driven and hands-on Administration and IT Manager to join the executive team.**

<b>Job title</b>	<i>Administration and IT Manager (Part-Time)</i>
<b>Reports to</b>	<i>Executive Director</i>

The Administration and IT Manager (Part-Time) is responsible for the smooth operation of the office in terms of the ADB-DutchCham general office management, secretariat & IT (including website) support.

This person reports directly to the Executive Director.

The role is a permanent part-time position (3 full days), working a total of 24 hours per week.

### **Duties and Responsibilities**

#### Accounting

- Maintain regular and accurate book-keeping on Xero.
- Responsible for invoicing process, including preparation and tracking of invoices and payments on current software.
- Manage and organise expense reimbursements
- Control internet banking accounts and transactions
- Liaise with external service providers (i.e. bank, auditor, payroll)
- Maintain good documentation and filing of financial information

#### HR & Administration

- Keep track of team's annual/sick leave and staff insurance
- Manage on-boarding process for new hires

- Extend support where necessary in statutory registration via CorpPass (i.e., MOM, IRAS)
- Manage call screening and monitor and sort relevant emails from general email inbox
- General office duties (i.e. purchase of office/pantry supplies, ensure WIFI, telephone and printer systems are up and running)
- Supervise updates of database in CRM system Memberpress, ensuring accuracy of members' information

#### Secretariat and IT Support

- Set up meeting room for Board and Executive Directors' meetings
- Regular content and back-end updates on website to ensure accuracy and relevance of information and correct interface with Wordpress and Xero
- Extract and analyse member and event data into information
- Support the team to prepare and execute events and attendee lists and after care.
- Sales support with regards to the memberships
- Other assigned administrative tasks.

#### **Qualifications**

- Bachelor's Degree in Business Administration, Management or in a related field.
- At least 2 to 5 years of experience in an administrative role. Experience in Event Management is an advantage.
- Strong affinity with IT (e.g. website, Memberpress, Xero) and able to help the ADB Dutchcham through a digital transformation.
- Tech savvy and able to analyse data.
- Able to maintain a high degree of confidentiality of information.
- Has a keen eye for detail, is organized and meticulous. Is able to multi-task and adhere to deadlines.
- Possess good communication and interpersonal skills. Good command of spoken and written English and Dutch.
- Emphatic, client friendly and able to connect people and organisations.
- Can work both independently and in a small team.
- Flexible in working hours; Readily available to support during events

#### **To Apply**

Please submit your CV and cover letter with subject 'Administration and IT Manager position' to Ms Ingrid Klaassens – De Vries, Executive Director (ingrid.klaassens@adb-dutchcham.sg). Only selected candidates will be notified.

Applications should reach us no later than 30 September 2020.