

## **Job description Event & Activation Manager ADB-DutchCham**

### **About ADB-DutchCham**

The ADB-DutchCham, the Dutch Chamber of Commerce in Singapore, is a leading and recognized organisation that connects the Dutch Business Community in Singapore. We provide a strong platform for our members to share their knowledge, skills, values, and expertise through a large variety of business and social activities.

We strongly believe in our mission to inform, connect, and inspire professionals and companies in Singapore with a shared interest in Dutch business. Our members have access to our engaged and active community for both Corporates and Professionals to network and exchange knowledge with peers. We deliver member value through informative and inspiring activities and events, including relevant introductions, content, publications, trends, and insights to succeed in Singapore.

### **About the role**

The Event & Activation Manager is part of the Executive Team (currently in total 4 members) and reports to the Executive Director. He/she is responsible for the event planning and execution of the chamber. This role is a part-time role, for 2.5-3 days a week.

### **The primary responsibilities of the Event & Activation Manager are:**

As Event & Activation Manager:

- a) Planning and organizing inspirational and high-quality events that meet all members' needs
- b) Creation of the yearly event calendar, in alignment with the Board and ensure it is well balanced to fulfil all member groups' needs
- c) Pro-actively managing the event and location options available given the latest Covid restrictions and adjusting where necessary
- d) Supporting in the organization of our famous annual Winsemius Awards event
- e) Building sponsor/ engagement relations to assure that the sum of all events is financially "neutral" together with the Executive Director and relevant members of the Board

As a member of the Executive Team/ overall:

- f) Being an active part of the community, connecting with members, and building strong relations with business partners, The Dutch Embassy, Singapore Government Authorities, and any other stakeholders who could be of any interest to the Dutch business community.
- g) Works effectively and openly with the Executive Team and the Board to fulfil ADB-DutchCham's mission, including its key enablers to be successful.

### **Key qualifications**

- Minimal 5 years of working experience and Poly/ HBO degree
- Excellent organizational skills, attention to detail, and ability to meet deadlines
- A creative and commercial thinker with a can-do mentality
- Good interpersonal skills and the ability to build strong professional relationships with stakeholders
- Pro-active, hands-on working attitude and able to operate in a diverse environment
- Good general (business) knowledge of Singapore and ASEAN is an asset
- Fluent in (business) English, and good understanding of Dutch is an asset

Interested applicants can send their motivation letter and resume to [director@adb-dutchcham.sg](mailto:director@adb-dutchcham.sg)