

CoreNet Singapore Chapter Administrator

APPLY YOU SHOULD



Seeking Awesome Chapter Administrator

Do you have Jedi level persuasion skills to manage a voluntary group of dynamic professionals? Do you thrive in a fast-paced environment with lots of variety? Do you want the benefits of having a flexible work schedule? Do you enjoy working with people who believe “creativity is intelligence having fun?” (Albert Einstein)

If the answer is yes, you could be exactly what we are looking for!

As the single point of contact, you'll be working closely with our volunteer Chapter Leaders to ensure the smooth running of the organisation and helping to manage core activities and support sub-committee groups.

Core Activities:

Marketing & Communications: branding, social media, digital content, website and newsletter

Finance: work with Treasurer for budget, billing approvals, reimbursement, financial admin

Admin: provide general administrative support to Chapter Officers (Chair, Vice Chair, Treasurer)

Sub-Committee Groups:

Events: Support live and digital events, including the annual symposium with associated promotional campaigns

Sponsorship: support our team with sponsor engagement

Learning & Development: maintain relationships with universities and mentorship programme

Young Leaders: support the Young Leader group to implement initiatives

Membership: point of contact for membership enquiries and renewal of membership

Qualities:

- At least 5 years' experience, preferably (but not necessarily) in marketing, events or as an executive / personal assistant
- Personable, outgoing, open minded
- Detail oriented with good organisational skills
- Proficient in basic design software, Excel, and social media, (or willing to learn)
- Good English skills (written and spoken)

Terms:

- Flexible work hours and flexible work location
- Salary range of SGD 4,000 – 5000 per month
- Singaporeans or PR

In the wise words of Yoda, do or do not apply – there is no try!

Please contact

Singaporechapter@corenetglobal.org

Company Profile:

CoreNet Global is a non-profit association, headquartered in Atlanta, Georgia (US), representing more than **11,000** executives in **50 countries** with strategic responsibility for the real estate assets of large corporations. The organisation's mission is to advance the practice of **corporate real estate** through professional development opportunities, publications, research, conferences, designations and networking in 46 local chapters and networking groups globally