

**AmCham Singapore**  
**Job Description: Assistant Manager, Programs**

Established in 1973, the American Chamber of Commerce in Singapore (AmCham Singapore) is the largest and the most active international business association in Singapore and Southeast Asia, with over 5,000 members representing nearly 600 companies. We promote the interests of AmCham members in Singapore and the region by providing insights, advocacy, and connections through our programming and publications.

AmCham is a forward-thinking, business-progressive association. Our mission is to create value for our members by providing advocacy, business insights, and connections. Our membership includes American companies and Singaporean and third-country companies with significant U.S. business interests. AmCham is an independent, non-partisan business organization. We are a member of the 29-chamber-strong AmChams of Asia Pacific (AAP).

Our goal is to provide the information and facilitate the access and connections that give members insight into the local, regional, and global operating environment, enhance their professional capabilities, and enable them to make well-informed business decisions. Please visit [www.amcham.com.sg](http://www.amcham.com.sg) to learn more.

### **Roles & Responsibilities**

- Manage events and programs for the Chamber's committees, including identification of relevant topics, speaker sourcing, conducting research and drafting event synopsis, and liaising with AmCham member companies
- Work with the sectoral and functional committees and member companies on advocacy papers, which include but is not limited to point-of-view papers, feedback letters to government agencies, and short publications on industry trends and issues
- Assist with the planning of other events and programs hosted by the Chamber
- As required, provide logistical support for the Chamber's events
- Assist with any additional ad-hoc tasks as assigned

### **Requirements**

- Applicants with 2-3 years of experience are encouraged to apply
- Applicants must have strong attention to detail and be a fast learner
- Strong research and writing skills to produce concise event synopses and edit advocacy papers is a must
- Strong oral communication skills with demonstrated ability to effectively engage with senior leaders in business and government
- Able to coordinate multiple projects simultaneously; perform effectively in environments with frequent workload changes and competing demands; complete workload within established time frames
- Applicants should be self-motivated and eager to learn
- Must be able to work independently and follow through on assignments; identify potentially more effective methods of work operation

- Strong collaboration skills to work as part of a team; ability to establish and maintain cooperative working relationships with co-workers and the public

**Application Guidelines:**

Qualified applicants are invited to email a writing sample, detailed resume, availability and salary expectation to Celina Chong at [hr@amcham.com.sg](mailto:hr@amcham.com.sg). Only shortlisted candidates will be contacted upon selection. Interested individuals are strongly encouraged to submit their applications as soon as possible.