



ADMINISTRATIVE ASSISTANT, CATHOLIC BUSINESS NETWORK (CBN)

The Catholic Business Network (CBN) is a non-profit organisation set up in 2008 by a group of Singapore professionals and businessmen. Our objective is to inculcate Catholic Social Teachings and values in the workplace and to serve as “Shepherds in the Marketplace”.

We wish to hire an Administrative Assistant who will work closely with our Executive Director (ED) to achieve this objective. You will provide administrative and secretarial support to the ED to engage CBN members, Caritas member organisations (MOs) and collaborate with other organisations or communities to serve the community.

Key responsibilities:

- Provide admin and secretarial support to CBN ED and CBN committees;
- Assist in the organising of CBN events and outreach programs;
- Assist in liaising with CBN members, Caritas MOs, and other organisations;
- Coordinate Exco meetings, AGM and preparation of minutes;
- Maintain and update CBN website, social media sites;
- Manage inventory and procurement of office supplies;
- Assist in the preparation of press releases, EDMs for CBN events;
- Ensure operations adhere to CBN policies and guidelines;
- Any additional work as assigned by CBN ED and/or Exco.

Requirements:

- Strong organization skills in managing schedules, events and files;
- Good communication and interpersonal skills;
- Good time management, efficient and able to multi-task effectively;
- Able to work independently and adhere to multiple deadlines;
- Proficient in MS Office, Excel, Powerpoint, social media platforms;
- Resourceful team player, proactive, displays initiative and integrity;
- Friendly and positive attitude with an eye for detail to ensure work is accurate;
- Willing and able to attend meetings and run events in the evenings and weekends when necessary.

Please submit your CV in strictest confidence to teresa@cbn.sg by 11 February 2019. We regret that only shortlisted candidates will be notified.