

## **Assistant Position Available Now**

### **Profile**

- University graduate, preferably with secretarial and/or accounting experience
- An interactive team player, adapting easily in a multicultural and dynamic team
- Service-oriented personality
- Able to multi-task and work well under stress

The selected candidate will assist Dr. Suzanne Hraba-Renevey, Executive Director of the Swiss House Singapore, in the following activities:

### **Administration**

- Organise meetings and attendance at events for the director
- Maintain hardcopy filing
- Maintain inventory of brochures and stationery and make necessary orders and purchases
- Maintain inventory of materials at embassy
- Maintain database of contacts
- Maintain pending list of Swiss House activities and organize internal briefings
- Prepare mailing list for quarterly e-newsletter
- Ensure weekly backups of computers
- Ensure proper running of the office and equipment (contacts with service providers)

### **Accounting**

- Record professional trips of the director for quarterly reporting
- Prepare cheque payments for invoices
- Prepare invoices for payments from debtors
- Maintain accounting ledgers and check monthly alignment of records with the bank
- Maintain all hardcopy filing of the financial documents
- Budget reporting at the end of every project
- Monthly reporting of running costs and quarterly reporting of representation costs
- Maintain furniture and IT (software and hardware) inventory of the Swiss House
- Overview movements of the cashbox (payments and recording)

### **Reception**

- Welcome visitors and provide assistance
- Prepare corporate folders
- Ensure updated and well-equipped brochure display at the Swiss House and Swiss Embassy

### **Trips**

- Organise the overseas trip of the director: hotel reservations, train and air tickets bookings
- Book hotels and set up meetings for visitors from Switzerland

### **Marketing**

- Maintain stock of marketing materials (brochures, folders, pens)
- Order of marketing materials from Switzerland
- Update the website regularly and check monthly website statistics
- Liaise with webmaster on the maintenance of the website

### **Events**

- Send out mailers to selected contacts in the database
- Assist in all other matters

**You may access this document at [www.swisshouse.org.sg](http://www.swisshouse.org.sg). Please send all application documents including CV with photo and copies of university degrees and references to [info@swisshouse.org.sg](mailto:info@swisshouse.org.sg).**