

Job Title: Assistant Manager, Corporate Services

Responsibilities:

1. CEO Office and Board Liaison

- Coordinating with departments to prepare regular Board reports
- Advising department heads on the formality and quality of business proposals submitting to the CEO and the Board
- Providing secretariat support the senior management meetings
- Following up with departments on compliance matters and actions arise from Board and senior management meetings

2. Governance and Control

- Administering & maintaining custody and version control of internal policies and manuals at the knowledge management system
- Reviewing and advising departments on draft updates on policies and manuals
- Developing company policies in response to changing statutory requirement

3. Contract Administration

- Working closely with Manager, Contract Administration to handle internal contract review and interpretation tasks

4. Others

- Assist in ad-hoc projects and corporate matters assigned from time to time

Requirements:

- Bachelor's degree in any disciplinary. Business administration, language, contract administration or company secretariat disciplines are preferred
- 3 – 5 years of work experience. Previous experience in board liaison, contract administration, and company secretariat is preferred but not essential
- Highly proficient in written English
- Good communication and influencing skills
- Inquisitive, logical, self-motivated, and independent with strong sense of responsibility
- Pay attention to details and accuracy
- High level of integrity

Suitable Candidate with less experience will be offered a junior position

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

Personal data collected will be used for recruitment-related purpose only.

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