



Operations Executive/Manager

Asia Philanthropy Circle (APC) is a network founded by philanthropists for philanthropists who collectively chart a fair, prosperous, and sustainable future for Asia. Our members, across 12 markets, come together to exchange and collaborate to build a better Asia. We are a registered charity headquartered in Singapore.

We are looking for a self-initiated and resourceful individual to join our team, who will be responsible for administering and supporting APC's core operations. S/he will be a critical member of the team. The Operations Executive will be the backbone to ensure the smooth running of the day-to-day operations, including support with core finance and HR administration, office management and events. The successful candidate will be detail-oriented with a can-do attitude. An interest in social impact organizations is also desirable.

Responsibilities

We are looking for a candidate who'd have the following responsibilities:

1. Operations Administration

- Finance administration including: Invoicing and receipts; payments and transactions; banking administration; liaising closely with the bookkeepers, corporate secretary, auditors etc.
- HR administration and payroll, including: maintaining staff contracts and records; supporting recruitment, onboarding and general employment processes
- Office management, including basic vendor, supplies and IT management
- Work with team to understand and work within organisation policies and regulations

2. Membership and Event support

- Maintain member administration and records with the help of software e.g. Salesforce and support the team on membership management processes
- Support membership services and activities, include organisation of regular member events and flagship events like our annual members' summit
- Liaise with APC members, and their support teams

3. Coordination and Compliance

- Some secretarial support for senior leadership, including calendar management and business travel
- Coordinate board meetings and manage archiving of reports and other internal documents
- Responsibilities for government roles like PDPA officer, SG Secure Representative, Safe Management Officer, and in charge of government portal updates and administration
- Support compliance execution and reporting to relevant stakeholders and agencies
- Standardise and document administrative processes

4. Contribute to a positive team culture

- Is motivated and self-aware in their personal development, with a can-do attitude
- Contribute toward a culture of learning and innovation that reflects APC's values

- Work collaboratively with colleagues at sister organization Asia Community Foundation (ACF), sharing best practices and new developments

The Operations Executive will work closely with the entire team, especially senior management and finance colleagues, to execute operational functions. S/he is strongly regarded as the backbone of the organisation, and the goal of this role is to ensure that operational processes are executed well and all APC activities and services are running smoothly.

Qualifications

Essential skills/experience

- Familiarity with MS Office (Excel, Word), Zoom and G-suite
- Experience in similar administrative, operational, business support functions
- In lieu of experience above, we also welcome candidates with experience in customer service roles at companies with a reputation of service excellence, who are keen to learn new skills
- Good written and spoken English to interact and communicate with senior personnel
- Demonstrates adaptability, resourcefulness and strong attention to detail

Desirable skills/experience

- Able to start work in within the next two months
- Experience with software like Quickbooks, Salesforce, Wordpress
- Understanding of accounting, HR processes in Singapore
- Some accounting knowledge preferred
- Enjoy working in a small, close-knit and supportive environment

Eligibility

Due to current employment regulations, we will only consider Singaporeans and Singapore PRs.

Apply:

Interested candidates should write in with your CV and areas of interest to hr@asiaphilanthropycircle.org