

Vacancy

Programme Executive Job Description

Job Title	: Programme Executive
Employment Type	: Full-time/Permanent
Location	: 20 Anson Road, #11-01 Singapore 079912 / 10 Anson Road (physical) (Hybrid working after initial training)
Salary	: Commensurate on experience (S\$3600 per month - Neg)
Benefits	: 14 days annual leave, health and life insurance
How to apply	: Cover letter and CV to Shirley.choo@cocoaasia.org
Application deadline	: 3 rd January 2024

About us

The Cocoa Association of Asia, founded in 2004, supports and promotes the cocoa industry throughout the Asia Pacific region, from farming to manufacturing and advertising. The organization's members include traders, logistics providers, cocoa processors, chocolate manufacturers, and FMCGs companies, representing over 90% of the cocoa trade and manufacturing in Asia. The association aims to create a vibrant community that celebrates the art, science, and culture of cocoa.

About the role

Exciting Opportunity for a Dynamic Administrator in the Cocoa Industry We are seeking a highly motivated individual with excellent administrative and multitasking abilities, as well as a passion for the cocoa industry or a willingness to learn. As part of our small team of two, the role calls for an enthusiastic collaborator who can contribute to various facets of the business and interact with members. The position offers ample prospects for career advancement for the right candidate.

CAA Secretariat

Email: secretariat@cocoaasia.org

Contact: +65 97486104

Responsibilities:

Course management

- Manage student enrolment and respond to inquiries.
- Assist the CAA Knowledge Committee in developing new modules
- Develop and produce all training materials and registration form, participant pack.
- Assist with organizing speakers, creating programs, and overseeing on-site attendance.
- Communicate with vendors and on-site management as needed.

Sponsorship and Event Management

- Organizing large-scale events such as conferences, booths, and webinars
- Collaborating with event committees
- Working together to design sponsorship packages and following up on potential leads
- Soliciting sponsors and submitting grant applications
- Assisting with the coordination of speakers/panellists, and providing on-site support to both the hotel and vendor teams.

Marketing/ Communication:

- Communicate/ perform event updates on CAA website
- Create content, and share relevant information with CAA members via newsletter - Daily/ Weekly email marketing
- Social media posts and creative writing
- CRM and database management

Administration:

- The job involves carrying out daily administrative tasks that support CAA's activities and office functions, overseeing or assisting with committees
- Arranging meetings, drafting agendas, taking minutes, and following up on action items.

Bookkeeping & report Support:

- Might be required to assist in collection and preparation of data and reports (Monthly, ad-hoc)
- Assist with bookkeeping services using QuickBooks Online.
- Issue invoicing and financial follow-ups (DBS)

Member Support:

- Utilize Mailchimp and social media to deliver Daily Cocoa Newsletter and other Notices.
- Respond to members' general queries.
- Maintain member records

Website and Members Record maintenance:

- Keep the CAA Website current, including the publication of reports
- Ensure that Members' and Committee records on the website and database are up to date.
- Website maintenance (simple)

Desirable Qualifications and Skills for the Role:

- The ideal candidate for a position should have a degree or equivalent with a strong understanding of office management and the ability to multitask.
- Experience with social media and marketing, including basic design skills with tools such as Canva
- Excellent organizational skills with strong attention to detail and accuracy
- Ability to multitask and meet project deadlines
- Proactive with the ability to work independently or collaboratively
- Proficiency in Microsoft Office 365, Mailchimp, Wordpress, and LinkedIn are required.
- Strong written and verbal communication skills in English are necessary, while fluency in Mandarin is preferred.
- An interest in cocoa, chocolate, and culture is also preferred.

You should also have the following:

- Prior experience in organizing and managing both in-person and virtual events
- Familiarity with Mailchimp, QuickBooks, or other comparable software
- Previous experience working in a similar trade association or small team
- Great people skills, and a can-do attitude to get the job done!

Important:

You must possess the legal right to work in Singapore to be considered for this position.