



Are you our new General Manager?

SwedCham is the Swedish chamber of commerce which is supporting the Swedish business community and facilitate business opportunities in Singapore. In 2017, the former Swedish business association SBAS transformed into a chamber of commerce, (SwedCham) to reflect the importance of international trade and investments by Swedish companies in Singapore. Today the Chamber has close to 100 members ranging from well-known multinational companies to small start-ups. The main objectives is to support companies to do business in Singapore by facilitating exchange of views and information, share advise and provide networking platforms.

“SwedCham promotes the interests and the value propositions of the Swedish business community in Singapore. Our impact grows with every member.”

Our General Manager (GM) is moving on and we are seeking her replacement. In the role as GM you will be responsible for the day to day business of running the operations of SwedCham and representing the Swedish business community and cater to their needs. The business plan and the budget are the steering documents that will set the agenda for the business year. Close cooperation with Team Sweden (The Swedish Embassy and Business Sweden) is vital. The main activities are scheduled over the terms running from January to mid-June and from mid-August to mid-December. Your team will consist of a Marketing Manager and an Intern from Sweden.

The main duties will consist of running the daily business which includes:

- Create and drive the business plan, budget and follow-up
- Recruiting member companies and sourcing for sponsorships
- Responsible for administrative functions
- Leading and directing the team
- Act as contact for the board, member companies, external authorities
- Form special task forces and projects to e.g. conduct business climate survey, create a business directory, member survey, business delegation and SwedCham annual ball

To be successful in this role you need to have prior business experience and the ability to easily communicate with people from different levels in organizations. You can transform information and understand business needs to always have in mind how to serve the members in the best way. You enjoy flexibly both in your job and in your working week and can manage time and team effort effectively and independently. The position equals 75% of a full time. Native spoken Swedish and background is a prerequisite as well as spoken and written English.

Please send your application as soon as possible to our acting President lena.haggblom@ericsson.com, or by the latest 10th of March.

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