

SwedCham is looking for a new Marketing and Event Manager!

Are you looking for a rewarding and interesting work place where no two days look the same? Do you want to be at the centre of a vibrant community and help build a central point of contact for Swedish related businesses to network in Singapore?

In the role of Marketing Manager at the Swedish Chamber of Commerce in Singapore, you will be able to contribute to continuous development of the organization as well as manage the day-to-day operations.

You will report to SwedCham's General Manager and work in close relationship with the Board, its members and other stakeholders. The main tasks and responsibilities of the Marketing Manager will include:

General duties and responsibilities

Event management

Work together with the General Manager on the whole spectrum of event management throughout the year - small business meetings to large gala events, including conceptualisation, planning & budgeting and on-site execution. Project management aspects also include liaising with event venues, catering, suppliers and other stakeholders.

Running the daily operations includes managing the CRM database, event invitations, registration, payment tracking and attendee information but also design of promotional event material, such as invitations and social media content.

Policy & strategy

Together with the General Manager and the Board, continuously work on improving SwedCham's strategy and objectives in order for the organization to stay relevant to its members in the dynamic economic environment which is South East Asia.

Form and execute the strategy around identifying sponsorship opportunities and partner collaborations.

Support relationship building activities in Singapore and South East Asia which SwedCham is involved in together the Embassy, Business Sweden, other Chambers of Commerce as well as affiliated business associations

Communication & administration

Manage SwedCham's contact list and member database as well as the event calendar and other online content making sure it stays relevant and up to date.

Assist and advise in online and offline member communication processes via newsletter, web site, social media platforms and other channels (content production, distribution etc)

Manage member relations on a day to day basis.

Manage the accounting for SwedCham's operations. The accounting software is Xero.

Requirements

The right personality for the job is proactive, driven and excels in team work. The person enjoys being involved in a broad range of tasks – wherever there is a need.

Excellent organizational and communications skills as well as an eye for detail is necessary.

General tech savviness and experience in social media management will be an advantage.

Prior experience in event management and/or communications will also be a big advantage.

Professional English and full fluency in Swedish is required, as well as good working knowledge of Microsoft Office