



The General Insurance Association of Singapore is the general insurance industry's trade association whose membership comprises 36 Ordinary Members licensed by the Monetary Authority of Singapore (MAS) to transact general insurance business in Singapore.

It aims to promote and advance the common interests of members and the General Insurance industry.

At GIA, we are on a constant search for bright and innovative minds to fill our ranks. If you are a fast learner, creative, able to work in fast-paced environment and enjoy interactive with young people and have a strong desire to learn more about general insurance, we dare you to test your limits with GIA.

CORPORATE SERVICES EXECUTIVE – Permanent

RESPONSIBILITIES:

Provide administrative support to the Corporate Services Department, this includes secretarial duties such as coordinate meetings, make travel arrangements, manage departmental budget, update of GIA events and activities on the website, assist in screening and shortlisting of candidates for the internship program, assist in promoting and delivering effective talent development program for the industry.

Handle two big projects: Talent Outreach Program and Global Internship Program

Support the events management coordination, logistics and onsite support for industry events and seminars. Liaise with corporate gifts vendors on corporate gifts selection, minutes writing for the Marine committee meetings, collate feedback results, handle event registration and handle some adhoc seminars.

REQUIREMENTS:

- Position is open only to Singaporean/ PR
- Minimum 2-3 years' work experience in an administrative job
- Diploma Holder
- Proficient in Microsoft Office; MS Word, Excel, Outlook and Powerpoint
- Experience working in a fast-paced environment
- Service oriented with high level of initiative
- Able to multi-task in a dynamic fast paced environment
- Good communication and interpersonal skills
- Must be meticulous and resourceful

To realize your opportunities in GIA, visit us at www.gia.org.sg and send in your resume to hr@gia.org.sg in word format or PDF format.