

## ADMINISTRATIVE ASSISTANT

Vriens & Partners (V&P) is the leading government affairs consulting firm in Southeast Asia. Our team comprises more than 100 full-time employees as well as 40 senior advisors from across the region. The firm is headquartered in Singapore, with offices in Cambodia, Indonesia, Malaysia, Myanmar, the Philippines, Thailand, and Vietnam. Our clients include major multinationals across various industries, business associations and chambers of commerce, and non-governmental organizations.

As a growing advisory firm, we are seeking an **Administrative Assistant** to join our headquarters in Singapore. The candidate should be an organized, skilled at multi-tasking various issues with the different internal and external stakeholders, and possess strong communication, and teamwork-related skills. V&P offers a challenging and fulfilling work environment, competitive remuneration, and other staff rewards and benefits.

### ROLE:

#### **Administration:**

- Work closely with the Regional Admin Manager
- Receive clients, guests and service providers at the office
- Assist in maintaining filing system for essential correspondences and documents (Insurance, Office Equipment, Service Maintenance, etc.)
- Maintaining a ready supply of office stationery, business cards, pantry supplies (coffee, fruit etc.)
- Assist in managing a mailing list for company communication/business development purposes
- Assist in handling travel arrangements for employees/guests/clients as necessary
- Any other ad-hoc duties as and when required / assigned

#### **HR:**

- Assist in HR Matters (administrative)
- Assist in maintaining filing system
- Any other ad-hoc duties as and when required / assigned

#### **Events and Workshops:**

- Assist in events and workshop logistics organized by Vriens & Partners (internal and external events)
- Any other ad-hoc duties as and when required / assigned

### Qualification:

- Education: O-levels and further studies in secretarial services/office management
- Graduates from local polytechnics or those with Diploma are welcomed to apply
- Minimum 2 years of experience in an office environment.
- Fluent in spoken and written English.
- Proficiency in Microsoft Office application
- Familiarity with general office procedures either through formal training or equivalent experience
- Must possess good organizational skills, strong interpersonal skills, and maintain a high degree of confidentiality
- Ability to work in cross-cultural settings and in a team.
- Motivated self-starter, team player, eagerness to contribute to firm's growth
- Strong time-management skills and ability to multi-task.
- Able to start work immediately (advantage)

### Additional Information:

**Work Location:** 29B Teo Hong Road, Singapore (a short walk from Outram Park MRT)

**Work Time:** 9am – 6PM, Monday to Friday

Interested candidates should send their applications to [karen@vrienspartners.com](mailto:karen@vrienspartners.com) and indicate the position being applied for in the subject line. Please include a photo headshot in the cover letter and indicate the following in the resume:

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NAVIGATING THE POLITICS OF BUSINESS

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- Availability / notice period
- Last drawn salary

**Applications will be evaluated on a rolling basis with a view to recruit as soon as possible.**