



Network Singapore

Global Compact Network Singapore

160 Robinson Road
SBF Center, #06-01
Singapore 068914
info@unglobalcompact.sg
www.unglobalcompact.sg
Tel (Main): (65) 63869330

Events Executive (6 months internship)

Global Compact Network Singapore (GCNS) is seeking an enthusiastic individual to support events and logistics matters of GCNS. The ideal candidate is someone who will be able to **commit full-time from 30 August 2021 to 2 March 2022 (6 months)**.

Responsibilities:

- Logistics
 - Support the delivery of GCNS' events, including three (3) flagship events – GCNS Youth Forum, Singapore Corporate Sustainability Apex Awards Gala Dinner and GCNS Summit – whether in virtual or hybrid format
 - Assist in the planning and implementing of IT and logistical support for GCNS events, including regular webinars and training courses
 - Assist in any administrative and other ad hoc duties as required by Project Managers (e.g. reviewing of vendor submissions)
- Able to manage membership data processing and management, including affecting transition onto a new CRM platform

Requirements:

- Some knowledge/experience in events
- Knowledge in various virtual event platforms (e.g. Zoom, Google Meets), and willing to explore alternatives as required
- Possess initiative to look for alternative solutions and assist the team whenever needed
- Goal-oriented with a mature disposition to take ownership of projects and targets assigned
- Strong communicator (written and verbal); comfortable engaging with a wide range of stakeholders across different sectors, regions and seniority levels
- Possess a positive work ethic and determination in achieving targets within tight deadlines with minimal supervision
- Accept that OT is necessary at times
- Some understanding of corporate sustainability and the SDGs will be advantageous
- Able to work within a small team dynamic
- Proficiency in Microsoft Word, Excel and Powerpoint required.

We offer:

- An internship allowance
- A community environment of awesome people to work with, five days a week
- A nice and modern office working environment in the CBD area

If you are interested in the role and would like us to learn more about you, please send in your CV, together with a cover letter to charmaine.ng@unglobalcompact.sg



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About GCNS:

As the leading voice on corporate sustainability, GCNS drives multi-stakeholder action to forge a more sustainable future, founded on the Ten Principles of the United Nations Global Compact and the Sustainable Development Goals.

Through various platforms and partnerships, GCNS advances the stewardship of sustainable business practices and Singapore's national agenda of becoming a regional sustainable business hub. In addition, GCNS nurtures the next generation of responsible business leaders through its youth initiatives.

GCNS is a Collaboration Partner for GRI ASEAN Regional Hub and supports the Singapore chapter of the World Bank Group's Carbon Pricing Leadership Coalition (CPLC). GCNS is also proud to have the Singapore Business Federation (SBF), National Trades Union Congress (NTUC) and Singapore National Employers Federation (SNEF) as Principal Members.