

Administrative Assistant

To support its continued growth, InfraCo Asia is actively seeking applicants for **Administrative Assistant** roles, based in Singapore. As part of the Executive Management Team, the Administrative Assistant will help to contribute to InfraCo Asia's mission, which is to catalyse the private sector investments needed to bridge the infrastructure gap in Asia's emerging and frontier markets.

This is a unique opportunity to join a dynamic infrastructure investment and development organisation, with a solid track record of creating bankable and sustainable infrastructure projects that have a high development impact on people, planet and regional economies. The role is ideal for a highly-driven individual who is comfortable in a fast-paced environment.

About InfraCo Asia

InfraCo Asia Development Pte. Ltd. (InfraCo Asia) is a commercially managed infrastructure development and investment company of the Private Infrastructure Development Group (PIDG). Headquartered in Singapore, InfraCo Asia catalyses greater private sector investment in infrastructure across South and South East Asia by providing funding and development expertise.

InfraCo Asia funds early-stage development activities to realise socially responsible and commercially viable infrastructure that contributes to sustainable and inclusive economic growth. InfraCo Asia is currently funded by four members of PIDG – the governments of the United Kingdom, the Netherlands, Switzerland and Australia.

More information about InfraCo Asia's model and approach can be found at www.infracoasia.com and www.pidg.org. View InfraCo Asia's brand video here: bit.ly/IAD10.

Position Summary

The **Administrative Assistant** ("Admin Assistant") plays an active role in general administration and office management support to the Executive Management Team (EMT) of InfraCo Asia.

The Admin Assistant works closely with and supports the EA/Office Manager, acting as a point of contact for InfraCo Asia's EMT, the Investment Committee, Board of Directors, PIDG, as well as external partners and vendors. In addition, the Admin Assistant will play an active role in general office support, organising regular company-wide meetings and events, social gatherings and ad hoc projects.

Requirements and Attributes

- Diploma level qualifications and above and/or relevant certifications preferred;
- At least 5 years of experience in administrative or secretarial/personal assistant experience in a professional multi-cultural MNC environment;
- Good track record and ability to plan, multi-task and organise effectively, capture know-how, records and documentation;

- Demonstrated experience in independent management of email correspondence, expense reporting, calendars and travel arrangements for senior executives. Skilful in following up, tracking, monitoring and reporting;
- Proactive, mature, independent and meticulous with good attention to detail;
- Excellent problem-solving, organizational, planning, project management and budgeting skills;
- Ability to embrace change in an environment with ambiguity is a strong plus;
- Confident and comfortable with a multitude of diverse demands within tight deadlines;
- Collaborative, flexible team player with a “can do” attitude, cheerful disposition, who is willing to support and contribute to the EMT;
- Proficient in written and spoken English;
- Proficient with Microsoft Sharepoint and Microsoft Office suite;
- Strong appreciation and passion for PIDG and InfraCo Asia’s mandate with a strong work ethic and desire to work in a fast-paced environment.

Interested applicants, please send your detailed, updated resume to careers@infracoasia.com. All applications will be treated with strictest confidence. We regret that only shortlisted applicants will be contacted.

Thank you for your interest in InfraCo Asia.