



CSR and Admin Manager, Asia

Our client is a global MNC in the chemical business. The group consists of over 100 subsidiaries and affiliates worldwide. Their products and solutions which are used the world over, support a myriad of industries and businesses.

Responsibilities:

- Set leadership and oversee the corporate communications, public relations and office administration functions of the Asia business
- Enhance communication with the Government, Media and other related organizations
- Plan, integrate and implement Corporate Social Responsibility and Community Outreach activities among the Group companies in Singapore to enhance the organization's presence in the region
- Assist and drive the planning and execution of public relations programs that are aligned with business needs and are consistent with company's overall public relations strategy
- Work closely with other Corporate Branch members in the region and organize regular meetings to share strategies and information
- For the office administration aspect of the role, you will be responsible for the integration of office administration functions within group companies which include coordination and negotiation of contracts with office suppliers and vendors
- Improve efficiency and effectiveness; reduce cost of operation through integration, streamline of processes via review of current procedures and regulations

Prerequisites

- **Degree in Mass Communication or equivalent**
- **Minimum 10 years of relevant experience in handling corporate communication and office administration**
- Resourceful, possess initiative and self-driven
- Team player with pleasant personality and excellent interpersonal and communication skills
- Experience from manufacturing environment is preferred
- MNC experience is preferred
- Travel is required on the job

All applications will be treated with the highest level of confidentiality.