



JOB DESCRIPTION

Job Title	Manager, Singapore Reinsurers' Association (SRA)
Responsible to	Executive Director, SRA
Direct Report	Secretariat Associate, SRA
Purpose of Role	To support the Executive Director in overseeing the operations of the Association and the management of Secretariat Associate in the day- to-day functions.
Responsibilities	
<ol style="list-style-type: none"> 1. To (co-)organise the Singapore International Reinsurance Conference (SIRC) and the Association's other activities and events. 2. To arrange and co-ordinate meetings (including social gatherings) of the Association's Executive Committee and Sub-Committees. 3. To record meeting minutes, draft circulars, event blogs and reports on the Association's activities and events. 4. To update and develop content on the Association's digital media channels (including website, Facebook, Twitter, LinkedIn, etc.) as well as the SIRC event website and mobile application. 5. To liaise and work with the Association's outsource partners and service providers (including corporate secretary, accounting and payroll firms, auditors, IT vendors, etc) to ensure the sound management of the Association's financial and operational affairs in accordance and compliance with all regulatory (including Registry of Societies, IRAS, MAS, etc) standards and principles. 6. To communicate and interact with the Association's members in relation to the Association's activities and events (including collating membership information, seeking resource support and contribution, etc). 7. To manage and supervise the work and duties of the Secretariat Associate. 8. To stand in and deputise for the Executive Director, SRA on various matters during his/her absence, as may be required. 9. To make every reasonable effort to increase own knowledge, skills and expertise in order to fulfil the above responsibilities. 	

Person Specification

Experience

- Trade Association Secretariat Management
- Events Management
- Experience in financial services, or preferably insurance/reinsurance, industry

Qualifications

- Advanced Diploma or preferably, University Degree

Desired Skills

- Verbal, written and professional presence and ability to communicate at all levels with excellent negotiation skills
- Strong communication/ interpersonal skills, including:
 - Strong documentation skills
 - Excellent communication skills
 - Ability to summarise
 - Ability to understand problems and issues quickly
 - Assertive
 - Positive "can do" approach
- Strong IT-related and numeracy skills
- Able to operate independently with little direction or guidance. Self-reliant, use of initiative – a "self-starter".
- Able to prioritise.
- Strong team working approach
- Calm, rational and methodical approach

Desired Competencies

- Contributes to the Association
- Open and approachable
- Teams with and supports others
- Inspires Trust
- Adapts to and Initiates change
- Accurate and attends to detail
- Analyses and interprets information
- Client focus
- Inspires and engages colleagues
- Coaches and develops talent