



**Asia-Pacific
Economic Cooperation
Secretariat**

Asia-Pacific Economic Cooperation (APEC) is the international forum for facilitating economic growth, cooperation, trade and investment in the Asia-Pacific region. The Policy Support Unit (PSU) provides professional and tailor-made research, analysis and evidence-based policy suggestions to improve the quality of APEC's 21 member economies' deliberations and decisions. Based in Singapore, the PSU is now looking for a suitable candidate to fill the position of **Administrative Assistant**.

Reporting to the Administrative Executive, the candidate will provide administrative and secretarial support to the PSU. The duties include raising purchase requisitions, managing inventories, making travel arrangements from registration, flight and hotel bookings, travel claims to insurance, scheduling of meetings, and providing general support to research projects and finance operations. In this position, the candidate is expected to work with multiple parties both internal and external to the PSU.

Applicants should possess relevant experience, with at least a diploma in business administration or related fields. He/she should be good in numbers, meticulous, analytical and a team player. Excellent oral and written communication skills in English are mandatory, as well as proficiency in Microsoft Office – Outlook, Word, PowerPoint and Excel.

Applicants must be a citizen of one of the 21 APEC economies. A complete application must include a cover letter and a comprehensive curriculum vitae, detailing your relevant qualifications, experience, references and expected salary. Applications should reach us no later than 24 January 2018 **(GMT+8)** via e-mail to Ms. Chang Hui Ling (chl@apec.org). Only short-listed candidates will be notified.

For more information about the Policy Support Unit, please go to <http://www.apec.org/About-Us/Policy-Support-Unit>.