

**Role:** Intern with the British Chamber of Commerce Singapore

**Areas:** Membership and Marketing & Communication

**Start Date:** ASAP for the duration of 6 months

**Job Specs:**

To support the Membership and Marketing & Communications functions of the British Chamber of Commerce with collecting and verifying all members details for the Membership Directory.

- This role will:
  - Assist putting the Membership Directory 2012/2013 together
  - Source content for the Membership Directory
  - Assist updating and cleaning up the online database of Members and their companies
  - Collect all information from members and call where appropriate and required to confirm or collect missing information
  - Post database clean up work with the vendor to design and layout all the information
  - Check the data before print from the mock-up
  - Follow all timelines and milestones for the process to meet the print deadline
  - Re-organising of the ORIENT distribution database
  - Support with adhoc projects as they occur

**Key experience:**

- a. Very good communication skills required
- b. Able to communicate well both on phone and via e-mail
- c. Able to meet timelines
- d. Good organizational skills
- e. Good with Excel
- f. Attention to detail is a must
- g. Able to work independently with minimal supervision
- h. Able to multi-task and turn things around in a short time frame

Please send your applications to Ms Emi Hosono : [emi@britcham.org.sg](mailto:emi@britcham.org.sg)

