

## Job Description

### Events Executive

Role is to manage the events-related tasks for Volleyball Singapore, reporting to the General Manager on a day-to-day basis and working closely with the Board on all matters relating to local volleyball events.

### Job Responsibilities:

- Support the Competition Manager with Volleyball Singapore's Volleyball and Beach Volleyball events
- Responsible for overall management of events related matters, including correspondence with various stakeholders and customers
- Support other Volleyball Singapore's events, e.g. fundraising, CSR, etc.
- Liaison and engagement with Volleyball Singapore's sponsor(s)
- Maintaining and updating of Volleyball Singapore's social media sites
- Assist in preparation of Annual Report and organisation of the Annual General Meeting (AGM)

### Qualifications & Experience:

- At least a Diploma or equivalent
- Min 3 years' working experience in relevant industry
- Independent and meticulous
- Proficient in Microsoft Office
- Able to multi-task
- Outgoing and team player, passion in sports
- Effective communication skills to liaise with different stakeholders

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## Volleyball Singapore

(Affiliated to Fédération Internationale de Volleyball and Asian Volleyball Confederation)

Volleyball Association of Singapore

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