

TALENT DEVELOPMENT & EVENTS EXECUTIVE

(General Insurance Association of Singapore)

1. Your Roles & Responsibilities

a. Talent Recruitment and Development

- Manage and execute the GIA Internship Programme
- Craft and deploy talent recruitment programmes with local universities
- Screen internship applications and carry out job matching
- Build and cultivate partnerships with career affairs offices and industry partners
- Ideate and develop programmes to engage target talent profile
- Raise profile of the industry in the undergraduate employment marketplace

b. Events Management

- Plan, organise and execute annual charity golf tournament
- Solicit and manage donations to beneficiary in accordance to Charity Act guidelines
- Plan, organise and execute other association events

c. Organizational Support

- Prepare and organise meeting materials and minutes
- Act as a liaison officer with external stakeholders

2. The Ideal Candidate

- Motivated and passionate about talent development and recruitment
- Enjoys working with undergraduates and universities
- A self-starter who takes charge of carrying out events to completion
- Must be a very good organiser and implementer
- Must be able to manage multiple task streams
- Have good written and verbal communication skills

3. Minimum Qualifications

- A bachelor's degree, diploma or equivalent practical experience
- Experienced hires in Human Resources, Talent Development, Marketing or Events Management roles would have an advantage
- Fresh graduates are welcome to apply
- Knowledge and experience in talent recruitment programmes and an eye for the hiring landscape is an advantage
- Other skills for events such as photography, audio visual systems etc. would be an advantage

4. Administrative Information

Salary Range: S\$ 2,800 – S\$3,400

Location: Central Business District, Singapore

Interested applicants, please send your CV and/or resume to hr@gia.org.sg.

Your personal data will be treated with strictest confidence and will be used solely for the purpose of this job search. We regret that only shortlisted candidates will be notified.

About the General Insurance Association of Singapore

Established in 1966, the General Insurance Association of Singapore (GIA) is the general insurance industry's trade association whose membership comprises 37 Ordinary Members licensed by the Monetary Authority of Singapore (MAS) to transact general insurance business in Singapore.

As a Trade Association, GIA works to make all aspects of insurance easier and more effective for consumers, agents and insurance companies in Singapore. It helps identify emerging trends and responds to issues affecting the General Insurance industry and seeks to promote the overall growth and development of the sector in Singapore.

About the GIA Internship Programme (GIP)

The GIP is an annual talent development initiative of the general insurance industry. Through the GIP, undergraduates across all disciplines are recruited from local tertiary institutions and matched with our participating host companies for a 10-12 week internship attachment, typically held from May to July each year.