



**RSVP Singapore – The Organisation of Senior Volunteers  
invites application for**

**Associate, Events and Corporate Communications**

RSVP Singapore is looking for an energetic and enthusiastic individual to support its events management and corporate communications functions.

**Responsibilities:**

- Assist in planning and coordinating events and roadshows
- Provide Event Management support including planning, budgeting, liaison with relevant parties, actual day execution and post event follow-ups
- Work closely across departments to ensure smooth execution of events
- Liaise with external stakeholders, partners, vendors and suppliers
- Assist in producing simple communication collaterals such as EDMs and posters
- Assist the Corporate Communications Manager to develop and craft marketing collaterals such as e-newsletter, corporate brochures, corporate slides, annual report and press release as required.
- Assist to update the website, notice boards, television displays and social media platforms
- Other duties as assigned

**Pre-requisites:**

- Diploma or Degree in corporate communications or events management related disciplines
- Good communications and writing skills
- A proactive and self-motivated individual capable to work under minimal supervision
- Able to work independently but a team player at the same time
- Proficient in Microsoft Office applications
- Candidates with basic design skills (e.g. Photoshop) stand at an advantage
- Bilingual in English & Mandarin preferred
- Able to work late and on weekends when required
- Fresh graduates welcome to apply

Submit your resume (with a photograph), stating current and expected salaries to the President, RSVP Singapore, 9 Bishan Place #09-03 Junction 8 (Office Tower) Singapore 579837 or email [general@rsvp.org.sg](mailto:general@rsvp.org.sg)

For more info on RSVP, visit our website [www.rsvp.org.sg](http://www.rsvp.org.sg)