



The Law Society of Singapore, established in 1967, is the representative body for all lawyers in Singapore. The Law Society's mission is to serve its members and the community by sustaining a competent and independent Bar which upholds the rule of law and ensures access to justice.

SENIOR/EXECUTIVE OFFICER (CONTINUING PROFESSIONAL DEVELOPMENT)

We are looking for a candidate who has a passion for event management, learning and development. The successful candidate will be responsible for the development, administration and organization of the Society's continuing professional development (CPD) programs for members.

Requirements

- Degree and Diploma holder in any discipline
- Prior experience in learning and development / professional development training / project and event management or related fields preferred
- Mature, resilient and detail-oriented individual, with cheerful disposition who enjoys interacting with people
- Strong project management skills with ability to handle multiple projects at the same time.
- Ability to think out-of-the box
- Comfortable with managing complex and detailed administrative processes and good with numbers
- Excellent analytical and organizational skills
- Good command of written and spoken English
- Ability to multi-task within tight deadlines and work independently
- High proficiency in MS Office applications (MS Word, Excel, PowerPoint). Proficiency and knowledge in other relevant applications, as well as HTML or web development is an advantage

To apply, please email your detailed resume, including your qualifications, current salary and contact particulars of 2 employment references by **18 October 2017** to Recruit@lawsoc.org.sg.

We regret that only shortlisted candidates will be notified.