

Assistant/Office Manager Position

Are you looking to join a dynamic and growing company in the renewable energy space? We are seeking an experienced assistant to join our dynamic team and provide comprehensive administrative support to our lean executive team in Singapore. As an experienced assistant, you will play a crucial role in ensuring the smooth and efficient operation of our operations in Singapore and in Hong Kong.

Main Tasks

- **Calendar Management:** Organize and manage schedules, appointments, meetings, and travel arrangements for executives or team members. Coordinate and prioritize conflicting schedules, ensuring all relevant parties are informed and prepared.
- **Communication:** Serve as a primary point of contact for internal and external stakeholders. Manage incoming and outgoing correspondence, including phone calls, emails, and mail. Respond to inquiries, draft and proofread documents, and maintain confidentiality when handling sensitive information.
- **Documentation and Reporting:** Create, edit, and format documents, reports, presentations, and other materials as required. Compile and analyze data, prepare reports, and assist with budgeting and expense tracking.
- **Project Support:** Assist with project management activities, such as coordinating project timelines, tracking progress, and ensuring deadlines are met. Collaborate with team members to facilitate efficient project workflows and support the completion of deliverables.
- **Event Coordination:** Assist in planning and organizing company events, meetings, conferences, or special projects. Coordinate logistics, handle venue arrangements, prepare materials, and provide on-site support during events.
- **Research and Analysis:** Conduct research, gather data, and prepare summaries or briefs on various topics as requested. Assist with market research, competitor analysis, or other projects requiring information gathering and analysis.
- **Office Management:** Maintain office supplies, equipment, and inventory. Coordinate office maintenance, repairs, and upgrades as needed. Ensure a clean, organized, and professional work environment.

Personal Skills

- Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- Strong communication skills, both written and verbal, with a professional and friendly demeanor.
- Attention to detail and high level of accuracy in all tasks.
- Ability to handle confidential information with discretion.
- Flexibility and adaptability to handle changing priorities and work under pressure.
- Proactive problem-solving skills and the ability to anticipate needs and take initiative.
- Strong interpersonal skills and the ability to work well within a team



Experience

- Proven experience as an executive assistant, administrative assistant, or similar role.
- Experience working with numbers
- Excellent editor of documents for marketing collaterals (brochures, printed collateral, websites, pitches, biographies, etc)

Qualifications

- Bachelor's student in Business Administration, Economics, Science, environmental Science or related fields.
- Fluent in English both written and verbal
- Proficiency in using office software Microsoft Office Suite (Word and Powerpoint in particular)

About WABIO

WABIO is a renewable energy company, market leader by providing large-scale high-tech biogas plants, with over 30 years of experience. WABIO turns all forms of organic waste into electricity, cooking gas (biomethane), heat, bio Compressed Natural Gas (bio-CNG), bio Liquefied Natural Gas (bio-LNG), liquid CO₂ and dry ice, carbonized CO₂ as bio-char. With its best-in-class biogas plant technology, WABIO is a circular economy company, turning waste to profit, all the while producing green energy and organic fertilizer. The company headquarters are based in Neukirchen, Germany, with offices in Munich, Hong Kong and Singapore.

Contact

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