

We Are Hiring

Partnership Assistant for Managing Director

This position requires flexible, competent, and proactive in handling a varied and demanding workload and recognizing the changing needs of the MMA APAC Managing Director.

Primary responsibilities include:

- Work closely with the MD to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Assisting MD in partnership & membership initiatives
- Report directly to MD
- Act as the point of contact among executives, clients and other external partners
- Rack daily expenses and prepare weekly, monthly or quarterly reports
- Format information for internal and external communication - memos, emails, presentations, reports
- Take minutes during meetings



Contact information:

Ms. Jaymie: quemy.vo@mmaglobal.com

Ms. Lily: lily.nguyen@mmaglobal.com

Please include a CV and a cover letter when applying for the position.