



*The Norwegian Business Association (Singapore) – NBAS was founded in 1993, with the main objective to provide a forum on an organized and continuing basis for Norwegian organizations and their executives. Close to 200 Norwegian companies are established in Singapore. These companies represent one of the highest concentrations of Norwegian business interests in any city in the world outside Norway.*

*NBAS is a major player in the Norwegian community. NBAS organizes around 20 events on an annual basis, ranging from luncheon meetings and pub nights to thematic conferences and golf tournaments. NBAS works in close cooperation with the Royal Norwegian Embassy, Innovation Norway and Norwegian Seafood Council. Please see [www.nbas.org.sg](http://www.nbas.org.sg) for more information.*

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## **Vacancy: Coordinator NBAS secretariat**

The Coordinator position of the NBAS secretariat is vacant and we are looking for a new employee. The Coordinator position is a 50% part time job and assists and reports to Head of Secretariat.

The tasks of the secretariat can be sorted into the following categories:

1. Administrative tasks; membership administration, accounting and budgeting
2. Event organizer tasks; luncheon meetings, seminars/conferences and various annual and bi-annual events such as the Norwegian Seafood Dinner and the Peer Gynt Golf Tournament
3. NBAS webpage tasks; Regular updating, publishing of news articles, maintenance
4. Strategy tasks; assist on development of new projects, deputy secretary to the NBAS Committee

All candidates must master the Norwegian and English language. Previous experience relating to the above tasks is an advantage.

NBAS liaise with the Royal Norwegian Embassy, Innovation Norway and Norwegian Seafood Council and many of the activities are carried out in close cooperation with them. The NBAS secretariat also shares office space with the aforementioned.

Desired starting date will be 1 February 2014. If you are interested, please submit your application and CV by e-mail within 10 January 2014 to:

Kjersti Thorvildsen, Head of Secretariat, NBAS  
e-mail: [admin@nbas.org.sg](mailto:admin@nbas.org.sg), Phone: +65 6622 9100