



Enterprise
Risk
Management
Academy

ERMA Pte Ltd

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JOB VACANCY

Enterprise Risk Management Academy (ERMA) is established as a global learning center for professionals in ERM. ERMA provides a comprehensive set of ERM courses and certifications, and is facilitating collaboration efforts of ERM professionals around the world. This year, ERMA will hold its tenth annual most prestigious risk management conference in the region, Risk Beyond 2020 which will be held online.

In regards of our annual Risk Beyond International Conference on ERM, we currently need a fresh and dynamic talents for this position:

Event and Admin Support (Internship)

RESPONSIBILITY:

Supporting *Event and GA Officer* in Risk Beyond 2020 event preparation, including: event socialization, speaker management, vendor management, and administration.

JOB DESCRIPTION:

- Socializing ERMA program
- Managing communication with speakers of ERMA program
- Managing vendors of ERMA program
- Supporting administration process of ERMA program
- Assisting to create Work-Breakdown-Structure of the program
- Supporting any other event needs

REQUIREMENTS:

- Open for students or fresh graduate
- Available to intern on 3rd week of September - December
- Able to communicate in English, oral and written
- Basic skill in Microsoft Office
- Internet-Savvy
- Willing to be placed in Bandung

Please send your CV to info@erm-academy.org before August 31, 2020.

Please visit www.erm-academy.org for more info on our company profile and you can visit www.riskbeyond.com for more info on our event.