

International Bar Association Asia Office Conference and Marketing Administrator

ABOUT US

The International Bar Association (IBA), established in 1947, is the world's leading organisation of international legal practitioners, bar associations and law societies. The IBA influences the development of international law reform and shapes the future of the legal profession throughout the world. It has a membership of more than 80,000 individual legal professionals and 190 bar associations and law societies spanning all continents and has considerable expertise in providing assistance to the global legal community.

The IBA's administrative office is in London. Regional offices are located in: São Paulo, Brazil; Seoul, South Korea; and Washington DC, US, while the International Bar Association's International Criminal Court Programme (IBA ICC) is managed from an office in The Hague.

THE ROLE

- Be the first point of contact for all general enquiries regarding membership, conferences, training events, and webinars organised by the IBA Asia Office
- Administer online and hard copy registrations submitted and handle payment queries
- Administer speaker registrations and upload speaker biographies and presentations/papers on the event website
- Set up and regularly update event websites
- Provide support to all conference registrants with regard to conference registrations, and any other queries
- Assist with venue logistics including room setup, catering, AV
- Final conference preparation and onsite duties as required
- Host live webinars as required
- Work closely with relevant teams to prepare artwork for print and digital outputs
- Execute marketing campaigns including email marketing to existing and prospective members, social media marketing, and other print and digital marketing initiatives
- Assist in writing and editing marketing literature, ensuring valid, current and accurate content
- Process membership applications and renewals; maintain and update membership records
- Prepare and send welcome emails to new members

- Prepare and send membership promotion emails to prospective members
- Assist with all aspects of the membership administrative process as required
- Provide clerical support including scheduling meetings, taking minutes as required.
- Any other tasks as required by the Director
- Administer sponsorship booking forms and ensure all sponsor logos appear on relevant online and hardcopy programmes
- Assist Director in planning the conference programme and developing marketing strategies
- Any other tasks as required by Director

QUALIFICATIONS

Applications are invited from candidates with:

- a bachelor's degree in Business, Communications, Marketing or International Studies
- at least 1-2 years of RELEVANT EXPERIENCE in all-English working environment, preferably in a fast-paced environment
- near-native fluency in English
- strong writing skills, including the ability to write concisely and under pressure
- ability to prioritise and manage multiple projects simultaneously and follow through on issues in a timely manner
- ability to work well in a team and be flexible
- willingness to travel overseas 6-7 times a year

JOB STATUS AND ANNUAL SALARY

This is a permanent full-time position with an annual salary of KRW 30,000,000.

HOW TO APPLY

Please send a cover letter and full CV detailing your experience as relevant to the above qualifications and qualities by email to asia.office@int-bar.org. The cover letter **MUST SPECIFICALLY ADDRESS** the qualification requirements listed above. Applications with incomplete cover letters **WILL NOT BE CONSIDERED**.

The closing date for applications is **23 July 2023**, with interviews to take place on **26-31 July 2023**.

The successful applicant will be expected to start duties in **mid to late August 2023**.