





The **Cultural Exchange Department** at the <u>Asia-Europe Foundation</u> seeks to recruit a motivated **Project Executive** with excellent communication and administration skills. The successful candidate will assist the Department Director and direct supervisor in developing and implementing **specific projects** and **communication activities** with particular regard to the area of Cultural Exchange.

He/She should have a good understanding of international relations and a demonstrable professional experience in related areas of work, as well as a good attitude in relating and communicating with public and private interlocutors. Besides a fluency in English, the knowledge of other ASEM languages may be an asset, as well as a good knowledge of **on-line communication channels** and **social media tools**.

For further details about this position please refer to the "Careers" section of ASEF website

The deadline for submissions of applications is June 5, 2012.

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