

Join Rewardz as a Business Support Coordinator(Part time)

(Permanent, Part Time - min 2 Days a week)

At **Rewardz**, our purpose is simple: **to create moments of joy in a world where everyone feels valued.**

Since our founding in Singapore in 2012, Rewardz has been at the forefront of digital transformation in the rewards and recognition space, delivering innovative solutions for employees, customers, and distributors. Our clients include leading global and regional MNCs, including Fortune 500 companies across APAC such as AIG, AIA, Prudential, FAB, and DIB. We are an operationally profitable company that surpassed an ARR of **USD 16 million in 2024**, with a bold ambition to reach **USD 100 million within the next three years.** Rewardz is backed by strategic investors such as **Benefit One** and **Daiichi Life**, who continue to support us on our growth journey.

We're a growth-focused, dynamic team of problem-solvers committed to delivering excellence to our clients. Learn more at rewardz.sg.

Your responsibilities will include :

1. Vendor Relations and Client Campaign Support

- Draft, review to ensure accuracy and completeness, and manage various agreements and contracts for vendor partners
- Maintain and update internal Google Sheets/Forms timely and accurately
- Ensure agreed promotional offers are properly acknowledged and implemented by verifying and validating vendor offers for on-site and online purchases
- Download redemption reports, update tracking sheets and arrange for pick up/delivery of items for customers/end-users
- Assist with ad-hoc marketing campaigns and promotional activities, collating visual materials for marketing team
- Maintain merchant partnerships databases and documents, following up with offer renewals, onboarding and coordinating changes (as needed) with Operations team
- Identify and compile contact information for potential merchants (e.g. Use tools like LinkedIn, company websites, and directories to gather relevant contact emails)
- Set up and execute personalized mail merges for partnership outreach
- Support execution and follow up activities relating to Operations and Finance

2. Administrative Duties

- Manage office access, greet and assist visitors, guests, couriers and helpers
- Plan and organize staff events, including booking of restaurants / sourcing for spaces
- Maintain staff birthday calendar and celebration schedules
- Arrangement for courier of documents between regional and head office

Core technical skills for this role :

- You communicate clearly. You write well. You are precise and can explain things over the phone, e-mail, chat or in person
- You are independent. You can manage multiple tasks and can link tasks to processes and adapt quickly, asking the right questions
- You are creative and enjoy solving problems. You love to learn new things everyday yet remain cool under pressure
- You are used to working with spreadsheets and organizing data to suit relevant audience and stakeholders
- You like to do multi-channel research and resourceful. You get the job done!

You make a good fit for this role if,

- You communicate well – both written and verbal
- You are meticulous and attention to details (to numbers and SOPs)
- You may have experience in event planning and vendor management (online or retail)
- You had experience navigating through different e-commerce or data systems
- You are organized and have the ability to segregate tasks
- Proficiency in MS Office, especially in using Excel & Google Drive (e.g. sheets/docs, etc)

Role Type : Permanent Part-Timer , Min - 2 Days a week(Tue to Thu)

Qualifications : Experience of 0 – 1 years, Student part timers/Interns are welcome.

Location : Singapore, Ubi Area

Target Joining Date : Immediate

Opportunities for you,

You will be part of a cohesive team who are passionate about our business & values. Every day in Rewardz is different and you will be part of an exciting, promising & fulfilling journey of growing the company's footprint in Asia Pacific region.

How to Apply:

1. Watch our 5-minute video on the recruitment process: [Video Link](#)
2. **Submit** your resume, introductory video through the application form: [Form Link](#)