

Job Description of Management Associate

The ideal candidate will be responsible for contributions that will improve the Return on Investment for the portfolio of investees assigned. As the investees are SMEs who need much assistance, there is a delicate balance between facilitation and involvement. Business savvy individuals who by nature enjoy analysing business problems, have the ability and perseverance to identify and work with the right external people or offer assistance indirectly until problems are solved. Team Players who are Achievers, perpetually hungry to learn, and acquire new abilities, helpful, creative, focused on results, and demonstrate courage to do difficult things right.

Roles and Responsibilities

- Manage Investees at ownership level
- Active participation in EXCO and Board meetings, Identifying Corporate Challenges and Resources needed, helping to identify solutions to achieve effective outcomes, demand reporting and performance tracking systems, assisting in senior staff recruitment, helping to review and compensate personnel plus augment procedures and controls for operational efficiency and to safeguard investments
- Identify problems, solutions and parties that will yield results
- Improve Returns on Investments Externally or Indirectly instead of taking on Executive Functions in Investees
- Become an attractive non-executive resource in helping SMEs do well and grow
- Assist by way of Identifying, Introducing, Mediating and Facilitating in a very Wide Breadth of Business Aspects such as:
 - Sales, Marketing and Distribution
 - Product Design, Development and Management
 - Innovative Deal Structuring
 - Pricing and Packaging
 - Business Modelling and Strategies
 - Government Grants and Incentives
 - Operation Controls & Efficiency
 - Funding and Banking Requirements
 - HR Recruitment, Training, Appraisal, Promotion, Compensation
 - Organisation and Management Structures
 - Organic growth vs Mergers and Acquisitions
 - Internal, External Audit, Risks and Controls
 - Industry and Globalisation Trends and Opportunities.
- Ensure Investees implement Business Frameworks including SOP, ISOs, Processes, Policies, Corporate Governance, Risk Management, Corporate Finance, Cash Flow Management, Financial Reporting, Project Management and Related Corporate Work
- Assist in Fund Raising Projects: Establishing appropriate capital requirements, structuring appropriate terms, sourcing of appropriate resources, ensuring appropriate documentation, organizing quality presentations to investors, negotiating, mediating, and closing subscriptions.
- Be able to charge for assistance with much appreciation.
- Propose Management Succession, Business Continuity or Exit Strategy as appropriate
- Build a career in Value Investment Management
- Earn the trust of all around them by their transparent and honest ways.
- Become Junior Partner and aspire to be part of Future Senior Management
- Focus on Singapore-China business opportunities
- Understanding of Chinese corporate culture
- Challenge for Significant Growth and Leadership in Growth Area.

Requirements:

- Relevant Internship Experience.
- Degrees in Science, Accountancy, Business Management, Engineering or Law.
- Strong References of Past Assignments which describe the Candidate as being an Achiever, with the courage to lead as an Organiser, an excellent Coordinator, Negotiator and Mediator yet able to Work Independently in Depth within a Wide range of Relationships.
- Candidates should be able to promote themselves with a one-page narration of some achievements to date which reflects their ability, tenacity, and perseverance to identify, work and solve problems in a team.
- Demonstrate a high degree of initiative and passion to think, plan, develop, write, communicate, and present verbally, both individually and as a team.
- Required language(s): English, Mandarin (to liaise with Mandarin speaking associates)