

# NES Recruitment Drive 2012

## Social Entrepreneurship Department

Job Descriptions & Openings

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**APPLICATION DEADLINE : 2<sup>ND</sup> SEPTEMBER 2012**

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**Job Title:** SE Events Executive

**Department:** Social Entrepreneurship

**No. of positions available:** 3

**Key Responsibilities and Accountabilities:**

- Planning the content and the program flow of the competition
- Conducting event dry runs/rehearsals to ensure operations are smooth
- Sourcing for and liaising with external organizations
- Conducting post event feedback sessions with members and organizations

**Relationships and Roles:**

- Reports to the SE Directors
- Works with other executives to identify members' events preferences
- Communicates with external or internal speakers/vendors

**Job Specifications:**

- Able to communicate well with all levels of people
- Meticulous, detailed, well-organized
- Team players
- Committed to the organization

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**Job Title:** SE Logistics Executive

**Department:** Social Entrepreneurship

**No. Of Positions:** 2

**Key Responsibilities and Accountabilities:**

- Sourcing for and liaising with event caterers
- Sourcing and managing event logistics such as booking venue, checking equipment required, etc.
- Ensuring smooth operation of the competition

**Relationships and Roles:**

- Reports to the SE Directors
- Works with other Executives within the department

**Job Specifications:**

- Able to communicate well with all levels of people
- Meticulous, detailed, well-organized
- Team players
- Committed to the organization

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**Job Title:** SE Marketing Executive

**Department:** Social Entrepreneurship

**No. Of Positions:** 1

**Key Responsibilities and Accountabilities:**

- Designing various marketing collaterals (posters, banners, etc.)

**Relationships and Roles:**

- Reports to the SE Directors
- Works with other CORE departments to keep updated on affairs
- Works with other SE Executive

**Job Specifications:**

- Able to communicate well with all levels of people
- Good design skills
- Meticulous, detailed, well-organized
- Team players
- Committed to the organization
- Creative

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**Job Title:** SE Seminars Executive

**Department:** Social Entrepreneurship

**No. Of Positions:** 3

**Key Responsibilities and Accountabilities:**

- Planning the contents and program flow of monthly seminars
- Sourcing for and liaising with external organizations
- Conducting post event feedback sessions with members and organizations

**Relationships and Roles:**

- Reports to the SE Directors
- Works with other SE Executive
- Communicates with external or internal speakers/vendors

**Job Specifications:**

- Able to communicate well with all levels of people
- Meticulous, detailed, well-organized
- Team players
- Committed to the organization