

# NES Recruitment Drive 2012

## CORE Division

Job Descriptions & Openings

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APPLICATION DEADLINE: 24<sup>TH</sup> AUGUST 2012

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**Job Title:** CORE Events Executive

**Department:** CORE Events

**No. Of Positions Available:** 8

**Key Responsibilities and Accountabilities:**

- Managing event logistics such as booking of venues, checking of equipment etc.
- Conducting event dry runs/rehearsals to ensure operations are smooth
- Sourcing for and liaising with event caterers
- Sourcing for and liaising with external organizations
- Conducting post event feedback sessions with members and organizations

**Relationships and Roles:**

- Reports to the Event Directors
- Liaises with other departments to identify members' events preferences
- Communicates with external or internal speakers/vendors
- Works with other Events Executives

**Job Specifications:**

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

**Job Title:** CORE LINK Executive

**Department:** LINK

**No. Of Positions:** 5

**Key Responsibilities and Accountabilities:**

- Sourcing for start up training, funding and mentorship
- Assisting in planning and implementation of LINK LPP
- Assisting budding entrepreneurs or existing businesses in making their processes more efficient

**Relationships and Roles:**

- Reports to the LINK Directors
- Works with other LINK Executives

**Job Specifications:**

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

**Job Title:** CORE Marketing & IT Executive

**Department:** CORE Marketing & IT

**No. Of Positions:** 8

**Key Responsibilities and Accountabilities:**

- Checking & updating emails, website, facebook and twitter regularly
- Designing posters, brochures, facebook cover pages and the website
- Co-ordinating and managing logistics of the internal and external events that the MIT department has chosen to undertake this work year

**Relationships and Roles:**

- Reports to the MIT Directors
- Works with other MIT Executives

**Job Specifications:**

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

**Job Title:** CORE Sponsorship (CORE) Executive

**Department:** CORE Sponsorship

**No. Of Positions Available:** 3

**Key Responsibilities and Accountabilities:**

- Liaising with start-up and corporate sponsors
- Pitching CORE events to sponsors
- Drawing up grant proposals to start-up companies
- Establishing & maintaining good relations with start-up and corporate sponsors

**Relationships and Roles:**

- Reports to the Sponsorship Directors
- Liaises with start-up and corporate sponsors
- Works with other Sponsorships Executives

**Job Specifications:**

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

**Job Title:** CORE Sponsorship (GP) Executive

**Department:** CORE Sponsorship

**No. Of Positions Available:** 3

**Key Responsibilities and Accountabilities:**

- Contacting corporate sponsors
- Pitching Global Projects events to sponsors
- Establishing and maintaining good relations with corporate sponsors

**Relationships and Roles:**

- Reports to the Sponsorship Directors
- Liaises with corporate sponsors
- Works with other Sponsorships Executives

**Job Specifications:**

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

**Job Title:** CORE Talent Management Executive

**Department:** CORE Talent Management

**No. Of Positions:** 3

**Key Responsibilities and Accountabilities:**

- Assisting in the design of a comprehensive talent development and aptitude enrichment program for members
- Liaising with speakers/workshop conductors as part of the talent development and aptitude enrichment programs
- Maintaining the workshop and training records of NES members
- Organising talks, workshops etc. for NES members
- Conducting team bonding activities for NES
- Evaluating feedback from members or other departments
- Organising the Overseas Leadership Development Program to Silicon Valley

**Relationships and Roles:**

- Reports to the TM Directors
- Liaises with other departments to identify the training needs of each member
- Communicates with external or internal speakers/conductors
- Works with other TM Executives

**Job Specifications:**

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