

NES Recruitment Drive 2012

CORE Division

Job Descriptions & Openings

APPLICATION DEADLINE: 24TH AUGUST 2012

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 MIT Executive

Department: CORE MIT

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:

- Sourcing for and 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
- Organising and evaluating feedback from members or other departments
- Organising the annual Overseas Leadership Development Program

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