

NES Recruitment Drive 2012

Global Projects

Job Descriptions & Openings

APPLICATION DEADLINE: 24TH AUGUST 2012

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Job Title: GP BizAsia Events Executive

Department: GP BizAsia Events

No. Of Positions: 3 - 4

Key Responsibilities and Accountabilities:

- Proposing and planning for the program itinerary for iConnect
- Managing event logistics (Food, accommodation, recreation etc.)
- Ensuring welfare of delegates
- Establishing and maintaining relations with internal and external parties

Relationships and Roles:

- Reports to the Events Directors
- Communicates with external or internal speakers/conductors and 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 organisation

Job Title: GP BizAsia Finance Executive

Department: GP BizAsia Finance

No. Of Positions: 2

Key Responsibilities and Accountabilities:

- Sourcing for and securing sponsorship for iConnect
- Establishing and maintaining relationships with potential and secured sponsors

Relationships and Roles:

- Reports to the Finance Director
- Communicates with potential and secured sponsors
- Works with other Finance Executives

Job Specifications:

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

Job Title: GP BizAsia Marcomm Executive

Department: GP BizAsia Marcomm

No. Of Positions: 2

Key Responsibilities and Accountabilities:

- Publicising iConnect to local and overseas students
- Coordinating outgoing trips with NUS students and students from overseas partner universities
- Evaluating delegates' feedback for both outgoing trips and iConnect
- Establishing and maintaining relations with media contacts

Relationships and Roles:

- Reports to the Marcomm Director
- Communicates with both local and overseas students, delegates and media contacts
- Works with other Marcomm Executives

Job Specifications:

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

Job Title: GP ISAGE Events Director

Department: GP ISAGE Events

No. Of Positions Available: 1

Key Responsibilities and Accountabilities:

- Responsible for organizing and planning programs for ISAGE Trellis — ISAGE’S international entrepreneurial conference, and other smaller scale events
- Developing and maintaining good relationships with external organizations, CEOs and entrepreneurs, and inviting them to be part of ISAGE’s various events
- Work closely with the Marketing and Sponsorship departments to oversee the publicity and budgets of events

Relationships and Roles:

- Reports to the Managing Director
- Communicates with external organizations and parties
- Works with Events Executives

Job Specifications:

- Innovative, energetic, outgoing and well-organized
- Effective leadership and good team work
- Responsive to changes and a good problem solver
- Excellent communication skills, both verbal and written
- Responsible and committed to the team

Job Title: GP ISAGE Events Executive

Department: GP ISAGE Events

No. Of Positions Available: 5

Key Responsibilities and Accountabilities:

- Planning conference programs
- Sourcing for and liaising with external vendors for events
- Managing event logistics such as acquiring supporting technology, arranging for transportation and coordinating the development of materials to execute quality events

Relationships and Roles:

- Reports to the Events Director
- Communicates with external or internal organizations
- Works with other Events Executives

Job Specifications:

- Innovative, energetic, outgoing and well-organized
- Effective leadership and good team work
- Responsive to changes and a good problem solver
- Excellent communication skills, both verbal and written
- Responsible and committed to the team

Job Title: GP ISAGE Creative Director

Department: GP ISAGE Marketing

No. Of Positions Available: 1

Key Responsibilities and Accountabilities:

- Maintaining and updating ISAGE website, facebook group and other marketing platforms
- Designing posters, flyers and other marketing materials whenever necessary

Relationships and Roles:

- Reports to the ISAGE Managing Director
- Liaises with the Marketing Director
- Works with Marketing Executives

Job Specifications:

- Good communication skills, both verbal and written
- Entrepreneurial, self-motivated and resourceful
- Innovative, with a talent for design
- Excellent teamwork skills
- Strong interpersonal skills

Job Title: GP ISAGE Marketing Director

Department: GP ISAGE Marketing

No. Of Positions Available: 1

Key Responsibilities and Accountabilities:

- Communicating with external organizations, companies, media and sponsors
- Maintaining good public relations
- Developing and maintaining good relationships with partner universities
- Developing and implementing of the marketing plan
- Developing a marketing database (including partner universities contacts, past participants' contacts)

Relationships and Roles:

- Reports to the ISAGE Managing Director
- Communicates with external organizations
- Works with Marketing Executives
- Liaises with other Directors

Job Specifications:

- Excellent communication skills, both verbal and written
- Entrepreneurial, self-motivated and resourceful
- Excellent teamwork skills
- Strong interpersonal skills

Job Title: GP ISAGE Marketing Executive

Department: GP ISAGE Marketing

No. Of Positions Available: 3

Key Responsibilities and Accountabilities:

- Facilitating communication with external organizations, companies, media and sponsors
- Maintaining good public relations
- Developing and maintaining good relationships with partner universities
- Facilitating in the implementation of the marketing plan (including editing marketing materials according to specific audience)
- Administering marketing database (including partner universities contacts, past participants' contacts)

Relationships and Roles:

- Reports to the Marketing Director
- Communicates with external or internal organizations
- Works with other Marketing Executives

Job Specifications:

- Excellent communication skills, both verbal and written
- Entrepreneurial, self-motivated and resourceful
- Excellent teamwork skills
- Strong interpersonal skills

Job Title: GP ISAGE Sponsorship Director

Department: GP ISAGE Sponsorship

No. Of Positions Available: 1

Key Responsibilities and Accountabilities:

- Researching, identifying and cultivating sponsorship opportunities for ISAGE's events through proposal preparation and networking efforts with external parties
- Designing and implementing the sponsorship plan
- Developing events budgets
- Developing the sponsorship database
- Building and developing a competent and efficient sponsorship team

Relationships and Roles:

- Reports to the Managing Director
- Communicates with external organizations
- Works with Sponsorship Executives

Job Specifications:

- Excellent communication skills, both verbal and written
- Resilient, organized, resourceful and self-motivated
- Excellent teamwork skills

Job Title: GP ISAGE Sponsorship Executive

Department: GP ISAGE Sponsorship

No. Of Positions Available: 3

Key Responsibilities and Accountabilities:

- Researching, identifying and cultivating sponsorship opportunities for ISAGE's events through proposal preparation and networking efforts with external parties
- Facilitating the implementation of the sponsorship plan
- Assisting in the development of events budgets
- Administering the sponsorship database

Relationships and Roles:

- Reports to the Sponsorship Director
- Communicates with external organizations
- Works with other Sponsorship Executives

Job Specifications:

- Excellent communication skills, both verbal and written
- Resilient, organized, resourceful and self-motivated
- Excellent teamwork skills

Job Title: GP Aseanpreneurs Events Executive

Department: GP Aseanpreneurs Events

No. Of Positions: 5

Key Responsibilities and Accountabilities:

- Sourcing for and liaising with vendors
- Managing event logistics
- Executing actual events
- Working with international teams over the web via various platforms like Trello

Relationships and Roles:

- Reports to the Events Directors
- Liaises with external vendors
- Works with other Events Executives

Job Specifications:

- Ability to work under pressure
- Dedication to the work
- Flexible mindset

Job Title: GP Aseanpreneurs IT Executive

Department: GP Aseanpreneurs IT

No. Of Positions: 5

Key Responsibilities and Accountabilities:

- Creating and maintaining an IT database
- Developing and updating websites and social networking administrative platforms

Relationships and Roles:

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

Job Specifications:

- Well-versed in the wordpress environment
- Knowledge of HTML, PHP and Javascript is valuable
- Familiar with social networking administrative platforms including google plus page and youtube channel
- Dedication to the work
- Flexible mindset

Job Title: GP Aseanpreneurs Marketing Executive

Department: GP Aseanpreneurs Marketing

No. Of Positions: 5

Key Responsibilities and Accountabilities:

- Managing and updating the Aseanpreneurs blog regularly
- Maintaining Aseanpreneurs' social media profiles
- Developing effective video marketing
- Designing marketing materials

Relationships and Roles:

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

Job Specifications:

- Copywriting experience/competent at writing preferable
- Experience with social media campaigns/love social media preferable
- Design and video editing skills preferable
- Dedication to the work
- Flexible mindset

Job Title: GP Aseanpreneurs Sponsorship Executive

Department: GP Aseanpreneurs Sponsorship

No. Of Positions: 5

Key Responsibilities and Accountabilities:

- Preparing proposals and cover letters to be sent to potential sponsors
- Attending corporate meetings
- Establishing and maintaining good relations with sponsors
- Ideating for sponsorship strategies

Relationships and Roles:

- Reports to the Sponsorship Directors
- Communicates with sponsors and potential sponsors
- Works with other Sponsorship Executives

Job Specifications:

- Good writing skills
- Good communication skills
- Persistence
- Dedication to the work
- Flexible mindset