

Assistant Manager/Senior Assistant Manager, Strategic
Partnership
Singapore Institute of Technology

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Posted May 14, 2024, set to expire Sep. 13, 2024

Job Title Assistant Manager/Senior Assistant Manager, Strategic
Partnership

Department Strategic Partnership

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted May 14, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Development/Institutional Advancement

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498671/assistant-managersenior-assistant-manager-strategic-partnership>

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Job Description

Assistant Manager/Senior Assistant Manager, Strategic Partnership

Job no: 498671

Department: Strategic Partnership

Contract type: Contract

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The role of the Assistant Manager/Senior Assistant Manager within the Strategic Partnership Team is to facilitate seamless coordination and administrative support for strategic initiatives, events, and collaborations. By efficiently managing administrative tasks, this position contributes to the overall success of our strategic partnerships and enhances organizational effectiveness

Key Responsibilities

Event Coordination:

Plan and organize strategic partnership events, workshops, conferences, and symposiums.

Coordinate logistics, including venue booking, catering, and participant registration, carpark reservation etc.

Prepare event materials and ensure smooth execution.

1. Meeting Support:

- Schedule and manage meetings for the team and external stakeholders.
- Prepare meeting agendas

2. MOU Signings and Documentation:

- Coordinate MOU signing ceremonies, including invitations and protocol.
- Maintain accurate records of signed MOUs and related documents.

3. Communication and Correspondence:

- Handle email inquiries related to strategic partnerships.
- Draft official letters, memos, and announcements.
- Maintain professional communication with internal and external stakeholders.

4. Database Management:

- Maintain databases of partner organizations, contacts, and key stakeholders.
- Update and organize information related to partnerships, events, and agreements.
- Generate reports for management review.

Job Requirements

- Bachelor's degree or equivalent experience in business administration, communications, or a

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related field.

- Prior experience in administrative roles, preferably in a corporate or partnership context.
- Familiarity with event planning, meeting coordination, and document management
- Organised, independent, good in time management and planning
- Good written and verbal communication and interpersonal skills with the ability to build strong working relationships at all levels and across divisions.
- Resourceful, with problem-solving, analytical and influencing skills.
- Proven ability to multi-task, with strong planning and organising skills.
- Able to take a hands-on approach and manage day-to-day operations independently.
- Meticulous, comfortable with numbers and good attention to details.
- Proficient in MS Office applications (Excel, Outlook, Powerpoint, Word, etc).
- Experience with advanced MS Office applications (eg, Sharepoint, Forms, PowerBI) and RPA would be an advantage

We offer a hybrid work arrangement that combines remote and in-person work, subject to work exigencies.

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Advertised: 14 May 2024 Singapore Standard Time

Applications close: 30 Jun 2024 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore