

Assistant Manager / Senior Assistant Manager, Corporate
Communications (Maternity Cover)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=258926>

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Posted Jul. 1, 2025, set to expire Oct. 31, 2025

Job Title Assistant Manager / Senior Assistant Manager, Corporate
Communications (Maternity Cover)

Department Corporate Communications

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 1, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Public Relations/Marketing

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498959/assistant-manager-senior-assistant-manager-corporate-communications-maternity-cover>

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Job Description

Assistant Manager / Senior Assistant Manager, Corporate Communications (Maternity Cover)

Job no: 498959

Department: Corporate Communications

Contract type: Temporary

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This role assists to manage all institute-level engagement activities ranging from but not limited to events and visits, Punggol community projects, and the requisition and administration of corporate gifts. The incumbent will also assist in the development of SIT's brand assets and work closely with internal stakeholders to optimise the use of on-ground integrated marketing platforms.

- Manage and work with other divisions to organise institute-level events involving political office holders and/or overseas visiting dignitaries.
- Organise and manage Punggol community projects and participate in new campus-related committee and workgroup meetings.
- Represent the division in handling and communicating all marcoms-related functions for SIT's annual graduation ceremony with Registrar's Office.
- Support Senior Management in their participation and attendance at OU partners' annual graduation ceremonies.
- Collaborate with internal stakeholders to develop an extensive range of brand assets to support institute-wide outreach activities and events. Where necessary, to manage and work with SITizen Ambassadors or other student representatives to achieve the objectives of activities.
- Manage and optimise channels for on-ground integrated marketing in all six campuses - SIT@Dover, SIT@NP Buiding, SIT@SP Building, SIT@NYP Building, SIT@TP Building and SIT@RP Building
- Oversee the Institute's panel of term contractors providing on-ground banners including vendor sourcing and administering the procurement process for the appointment of term suppliers.
- Manage the requisition and administration of the division's corporate gift function.
- Assist in brand projects and administrative duties, as and when required.

Requirements

- Bachelor's degree in business, marketing, events management or related field with at least 3 years of relevant experience.
- Excellent organisational and project management capabilities, and time management skills.
- Ability to communicate effectively with both internal and external stakeholders.
- Outgoing, meticulous, with good data analytic and budget management skills.
- Relevant experience in an Institute of Higher Learning will be an advantage.

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Advertised: 30 Jun 2025 Singapore Standard Time

Applications close: 31 Aug 2025 Singapore Standard Time

Contact Information

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

Contact

Singapore