

Position: Senior Executive [Industry Development]
Company: Singapore Business Federation
Location: Singapore

Job Responsibilities

The incumbent will assist the Director of Industry Development and Industry Services division in supporting various events, initiatives and programmes under the Sustainable Development Business Group (SDBG) and Clean Energy Testbedding Community (CETC). Key responsibilities include:

- Provides secretariat support and supports the publication of the annual Singapore Sustainable Development Industry Directory (SSDID)
- Supports membership marketing activities
- Coordinates seminars, conferences and networking sessions and ensures their successful implementation
- Supports the collaboration with various local and overseas business, industry and government agency partners in joint activities, events and programmes
- Supports the testbedding and adoption of clean energy, energy efficiency and other sustainable development projects
- Supports other key SDBG initiatives

Job Requirements

- A good Degree with at least 2 – 3 years of experience in business development and/or marketing
- Able to manage multiple projects and deadlines independently
- Possesses excellent interpersonal communication skills and an eye for details
- Resourceful with good coordination and organizational skills and a positive work attitude
- Proficient in Microsoft Office software

Application

To apply, please submit your detailed resume to **NBS Alumni Affairs** at nbsalumnioffice@ntu.edu.sg which would then be forwarded to the Human Resource of Singapore Business Federation.