

Senior Executive, Technical Committees

Job Responsibility

- Build and maintain good relationship with internal and external stakeholders. Internal stakeholders include committee members, colleagues, and other functional departments. External stakeholders include participants, suppliers, vendors, supporting organisation, event's organisers, and caterers
- Develop partnerships with local and foreign supporting organisation for funding, organising events and programmes, support, and participation
- Responsible for alignment of technical committees' activities with organisation mission, strategies, and goals
- Analyse needs, present events, and programme ideas, gather feedback, buy-in, promote, implementation and evaluations
- Manage budgets of events, implement marketing plans and communication activities, and monitor progress
- Account for the objective outcomes set by management, committee members on revenue collections, programmes participation and stakeholders' feedback
- Compile information, data, and feedbacks on event and programme for monthly meeting and annual reports

Requirements

- Degree or Diploma in Engineering, Business and Marketing
- 2 years' related experience in business management related to engineering excellence and working with related agencies
- Good leadership, possesses strong interpersonal, communication, networking, negotiation, collaboration, and presentation skills

By submitting the application, you have consented to us collecting, using, retaining, and disclosing your personal data to prospective employers for their consideration. We regret that only shortlisted applicants will be notified.

EA License No: 16C8363, R1443197