

Marketing and Events Assistant Manager/Assistant Head

Job Description

Singapore Biodesign (SB) is a national talent development platform for early health technology innovations, with the goal of streamlining the innovation process and assisting to accelerate their pathways to commercialization and adoption. We are seeking a driven individual who has pride in her/his work and enjoys working in a small team. The Marketing and Events AM/AH will be responsible for executing the marketing strategies and events for SB.

Responsibilities:

- Manage and grow marketing channels for SB, including email and alumni networks, CRM platform, social media platforms, and website
- Designing, creating, and liaising with vendors for marketing materials including EDM, brochures, flyers, collaterals, advertisements, etc.
- Create awareness and develop the brand
- Opportunity to develop marketing strategy with the SB Leadership and experiment with various marketing platforms
- Plan and manage events schedule for the various offerings of SB
- Manage events logistics and liaise with international and local partners - Thought Leader Series, workshops, lecture series, alumni events, industry meetings, etc.
- Ad-hoc support for basic administration duties

Qualifications:

- Diploma with at least 5 years of work experience in a marketing and events role or Bachelors with at least 2 years of work experience in a marketing and events role
- Excellent design, writing and organizational skills required
- Expert in Adobe Illustrator, Photoshop, InDesign and Microsoft Powerpoint
- Proficient in video editing, basic HTML coding and CRM platform management

Reporting:

The position will report to the SB Deputy Programme Director.

Empowering Asia's Healthtech Innovators of Tomorrow