Who are we?

We are the University of Cambridge presence in Singapore called Cambridge CARES, sponsored by the NRF CREATE program CAMCREATE. CARES also hosts industry-funded and other agencies funded projects. Our team is comprised of world-class scientists and engineers working in a vibrant, fast-paced environment with great opportunities for knowledge and skills development.

CARES is a partner in the AMPLE project (An Accelerated Manufacturing Platform for Engineered Nanomaterials), aiming to build a state-of-the-art pilot facility for rapidly scaling-up nanomaterial production, building upon recent innovations at CARES in the areas of reactor design, machine learning and automation. This two-year project began in 2022, and will lead to commercialization through CARES’ spinoff company Accelerated Materials Ltd.

Who are we looking for?

We are looking for an enthusiastic Business Support Executive who will play an active role in Business Development, Market Acquisition, Events and Product Development. This role will also provide assistance to the Business Development Manager and other Product Owners.

This is a permanent, part-time role with a contract until 31 May 2024 for the first instance. The successful candidate will be expected to commit to working 3 days a week.

The incumbent will play an active role to provide assistance to Business Development Head and other Product Owners.

Key Responsibilities:

Business Development:

- Update project status and monitor progress with clients
- Build up intelligence profile of existing partners and clients
- Assist the Business Development Manager on operations and admin
- Update and assist with pipeline management
- Assist in preparation of presentation materials
- Assist in Sales documentation (invoicing, notes of credit and debit, delivery orders)

Market Acquisition and Events:

- Be part of shortlisting and planning of trade shows
- Documentation of digital resources including contracts
- Copy-editing materials
- Prepare presentation slides and marketing materials
Product Development:

- Work with internal stakeholders to streamline product brochures/datasheets (arrange for stakeholders to discuss, align and confirm)
- Act as second contact point in ensuring alignment between Business, Product and Process teams.

What skills will you need?

- A bachelor’s degree in Marketing, Business, or related field
- Experience with inside sales, marketing and graphics design and copywriting
- Strong communication (written and verbal) and interpersonal skills
- Able to create and maintain trusting working relationships
- Experience with Microsoft Suite, Microsoft Publisher, (Photoshop, Illustrator a plus)
- Languages: English, (Japanese/Korean would be a plus)

What can we offer you?

- A stimulating working-environment with friendly, highly motivated colleagues.
- Opportunities to develop and implement new ideas in a creative environment.
- A competitive salary in line with your skills and experience.
- A comprehensive medical insurance coverage as part of your employment.

Please note this post is mainly based in the CREATE Tower at NUS University Town, Singapore.

How to apply?

Please apply by uploading your CV and academic transcript to https://talent.sage.hr/jobs/e5692147-316c-4470-afb0-7ce285af4070. If you have any questions, please feel free to reach out to the HR team at recruitment@cares.cam.ac.uk.