



Singapore  
Advanced Research  
and Education Network

SingAREN is Singapore's national research and education network. SingAREN provides dedicated networks to facilitate R&E activities, including E-learning, video conferences and research data management. Our members consist of Institutions of Higher Learning, Government and industry players. [www.singaren.net.sg](http://www.singaren.net.sg)

We are recruiting for the following position:

## **Executive, Engagement & Publicity**

You shall play an integral role in enhancing SingAREN's customer relationships through providing quality membership and services subscription support.

You shall also assist in the conceptualization and execution of publicity activities to engage our partners & members, and to enhance awareness and usage of SingAREN's services by the Research and Education community in Singapore.

### **Key Responsibilities**

- Key liaison person for the full spectrum of activities relating to membership and service subscriptions, including new sign-ups and contract management.
- Enhance SingAREN's branding through leveraging various marketing channels. These include SingAREN's website, e-newsletter and email announcements.
- Propose, create and execute social media strategies to enhance SingAREN's marketing efforts
- Assist in the planning and executing of SingAREN's publicity events
- Assist in any other duties as assigned to support the marketing and administrative functions of SingAREN

### **Requirements**

- Degree in Business/ Marketing/ Communications, or equivalent, with at least 3 years of work experience in customer relationship engagement and management, and publicity
- Possess excellent communication skills to liaise with SingAREN's customers in providing quality service
- Familiar with Adobe Photoshop, web design and social media tools
- Have a flair for writing, with the ability to convey a compelling story
- An excellent team player
- Able to work independently in a dynamic and lean work team environment

***This is a contract position on a renewable basis.***

Please submit your resume via email to [recruitment@singaren.net.sg](mailto:recruitment@singaren.net.sg) indicating: **email subject title as: "Executive, Engagement & Publicity."**

*Only shortlisted candidates will be notified.*