



THE SINGAPORE CONTRACTORS ASSOCIATION LTD (SCAL) SEEKING

PROGRAMME MANAGERS/EXECUTIVES

Overview

SCAL is looking for motivated individuals (Managers/Executives) to be part of our programme expansion, responsible for the development, planning and implementation of engagement strategies and industry transformation programmes.

Job Description: *CPAS/Student programme*

- manage and administer the accreditation & student programs throughout the program lifecycle
- evaluating proofs of compliance, documenting adherence to established standards, prepare reports, coordinate and ensure smooth implementation of the accreditation programme
- plan marketing and publicity activities to promote the programmes through events and outreach

Requirements:

- Good degree in any discipline
- Passionate about the development of local trade associations and local industries
- Excellent verbal and written communication skills in English
- Strong analytical and interpersonal skills
- A team player, meticulous, organised and resourceful
- Handle multiple tasks and meet deadlines, work independently and as part of a team

Job Description: *SME HelpDesk/Shared Services*

- Strategise, plan and execute outreach briefings and flagship activities to engage members and industry companies for shared services
- Seeking out business needs and gather feedback to sharpen/improve shared services
- Promote services and capabilities to industry partners and explore potential collaborations
- Assist to source and develop services with partners and stakeholders to provide relevant services
- Customer relationship management
- Prepare reports, monitor and follow up on industry engagements

Requirements:

- Good degree in any discipline

- Passionate about the development of local trade associations and local industries
- Excellent command of written and spoken English and Chinese (to engage both English and Chinese speaking stakeholders)
- Demonstrated good aptitude in customer service
- Good business acumen and strong analytical and interpersonal skills
- A team player, meticulous, organised, self-driven and resourceful
- Handle multiple tasks and meet deadlines, work independently and as part of a team

Job Description: *Innovation Centre*

- Program management of the Innovation Centre, manage and execute project delivery schedule, ensure key milestones are met and work with internal teams to deliver set objectives
- Ensures all demos and showcases are well coordinated for feature and engagement sessions
- Works with Marketing and Comms teams for launch planning and activities.
- Curation of showcases (what's hot, working with subcommittee teams to onboard new demos)
- Internal and external ecosystem management
- RFP support for Workshop facilitation and delivery
- Admin for logistics
- Post event reports, gather feedback where needed
- Inject vibrancy into the construction sector by planning and executing initiatives that bring the community closer together and drive industry transformation

Requirements:

- Good degree in any discipline
- Passionate about the development of local trade associations and local industries
- Experience in consulting role
- Good understanding of both business and strategy and how technology is applied to drive new areas of growth
- Excellent command of written and spoken English and Chinese (to engage both English and Chinese speaking stakeholders)
- Good interpersonal skills, meticulous and goal-oriented
- A team player, self-driven and resourceful