Job Title: Assistant Manager/Manager (Communications)

Job Description:

The Institute for Media Innovation (IMI http://imi.ntu.edu.sg/) at Nanyang Technological University (NTU http://www.ntu.edu.sg/) is expanding its team and invites applications for the position of Assistant Manager/Manager (Communications) to work immediately in this leading new media research organization in Singapore.

Responsibilities:

You will be responsible for managing IMI’s publicity platforms such as its website including social media, newsletter, annual report and written or printed materials. You will need to help raise the profile of IMI both locally and internationally. To do that, you need to keep abreast of IMI’s developments, have excellent writing skills in English and the ability to tailor your writing to suit various mediums. You will also need to provide help in IMI events organizing, media relation, and working closely with NTU corporate communication office.

Requirements:

- A Bachelor/Master degree in Communications or relevant fields with at least 2-3 years of experience in journalism, public relations or corporate communication is preferred.
- Self-driven with the ability to multi-task and handle the full suite of communication work.
- Advanced communications skills, both verbal and written.
- Creative and able to think independently.
- A good team player who takes initiative and is resourceful.
- Prior working experience in an institution of higher learning will be advantageous.

Please submit the following to imi-recruitment@ntu.edu.sg:

- Curriculum Vitae with photo
- Availability date
- Salary expectation

Review of applicants will begin immediately and continue until the position is filled. Please note that only shortlisted candidates will be notified. For more information about IMI, kindly visit our website http://imi.ntu.edu.sg.