



## **Job Title: [2yrs Contract] Assistant Director (Engagement and Operations), Business Development**

Great ideas do not discriminate, and anyone can have them. Given the right protection and support, a great idea can become a powerful brand, a transformative technology, an innovative process or design, or even a song or story that moves one's soul. Housing Singapore's largest community of intellectual property (IP) experts, the Intellectual Property Office of Singapore (IPOS) understands better than anyone how important it is to protect ideas and creations for now and for the future. We leverage our deep technical, legal and business expertise to help innovative enterprises grow, through their intangible assets, including IP, from Singapore, through Singapore. We catalyse the ideas of today, into the assets of tomorrow.

### **About IPOS International**

IPOS International, a wholly owned subsidiary of the Intellectual Property Office of Singapore, aims to catalyse industry and enterprise growth by providing IP expertise. To achieve this, we will offer committed and passionate individuals a place where their talent and opinions are valued. To succeed as an organisation, we believe in empowering individuals while working as a team of professionals with honesty and displaying integrity as core values. We invest heavily in our people to get the training and development they need to succeed.

### **How you can contribute**

We are looking for an entrepreneurial and passionate **Assistant Director (Engagement and Operations)** to oversee the growth and management of our communities on our new platform - GoBusiness IP Grow. In this role, you will have the opportunity to combine best-in-class community management strategy with excellent engagement practices to build our communities from the ground up.

### **Job Responsibilities**

- Build relationships and engage with service providers, partners (such as trade associations) and government agencies to promote the platform.
- Lead offline user acquisition activities and stakeholders' engagement such as face-to-face engagements, and physical events.
- Explore collaboration opportunities locally and regionally to grow the platform.
- Lead strategy to attract and retain service providers on the platform.
- Manage the platform operations and platform development activities including creating members' profiles, onboarding new members, profile updates, etc.



- Perform due diligence on members before accepting their application to join the platform.
- Stay active in social listening and monitoring user engagements online/offline and implement effective tactics to grow our communities.
- Support new business development and other platform development initiatives.

**Are you the one? Please write to us if you have/are:**

- Minimally 5 years of relevant work experience in platform engagement roles in digital B2B space, or community management-related roles.
- Degree in any discipline.
- Experience crafting communication and community engagement strategies.
- Proven experience growing and managing an online community.
- Excellent problem-solving abilities and ability to deal independently and maturely with uncertainty and challenges.
- Good interpersonal skills with the ability to build rapport and trust at all levels.
- Excellent written and presentation abilities are required.
- Strong organisational and coordinating capabilities with good administrative skills.
- Familiarity with the Intellectual Property (IP) ecosystem would be an advantage.

To apply for this position, please email your CV to [careers@iposinternational.com](mailto:careers@iposinternational.com)

