



## **Job Title: Senior Executive (Programmes), IP Academy**

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 (IPOS Intl) is a private limited company fully owned by IPOS, committed to building Singapore's future growth as a global hub for intellectual property creation, protection and management. We serve the public sector, investors, private enterprises, not-for-profits, service providers and individuals through patent search and analysis, training and IP management services. Together, we amplify creativity and enable innovation, to realise tangible economic and social value from intangible assets.

### **Job Responsibilities**

- Work with internal and external stakeholders to plan, design, market and manage training programmes from start to end.
- Collaborate with relevant stakeholders in evaluating programmes against benchmarks and established industry frameworks.
- Customer Relationships Management (CRM), including alumni management.
- Explore and acquire new accounts and business opportunities (local and overseas).
- Involve in managing courseware development work.

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

- A bachelor's degree in any discipline.
- 2-4 years of relevant working experience.
- Familiar or experience working in an Institute of Higher Learning (University/Polytechnic) and experience with job placements will be an advantage.
- The ability to develop and maintain a collaborative relationship with internal and external stakeholders.
- Self-motivated, resourceful and able to front projects and work independently.
- Meticulous and responsible working attitude.
- Good analytical and project management skills.



- Enterprising, with a flair for developing new businesses leads and accounts will be highly regarded.

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

