

Open Position : **Business Development Executive**

SERIS Department : Market Research

Requirements:

- University graduate with a business related degree
- 1 year or more of work experience is a plus
- Highly motivated and able to multi-task and work well under pressure
- Ability to work independently
- Good analytical and project management capabilities
- Basic understanding of business plan analysis
- Basic experience with Quality Management projects is an advantage

Job Scope :

- Support the implementation of SERIS' Quality management system and the ISO certification process
- Participate in meetings with industry partners and clients to support project managers with business development opportunities
- Support the ongoing and project based market research and analysis on the regional and global solar energy sector through selected channels in online research, publications and journals
- Cross-check data to ensure quality and reliability
- Preparation of presentations on market information, statistics, trends and company information
- Structuring and filing of relevant market information

Application Deadline: 31 January 2010

Interested candidates should send their CV to:

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We regret only shortlisted candidates will be notified.

SERIS at National University of Singapore offers a stimulating environment in which we believe you can develop professionally and make valuable contributions. For more info on SERIS, please visit www.seris.sg