

## **Career Opportunities with Invest-in-Penang Berhad**

### **Executive, SMART Centre & SME Centre**

#### 1) Executive

- a. Directory updates & expansion. To get SMEs to be involved in SMART Centre directory.
- b. In charge of website updates and improvements: SMART Centre/ SME Centre and future SME Village.
- c. Gather information about SMEs and produce articles related to SMEs.
- d. Organize Business Matching for SMEs with MNCs.
- e. Organize mission for SMEs (Local/overseas).
- f. Backup person for events.
- g. Gather information related to industry technology and SME capabilities.
- h. Other strategic role/program/events.

#### 2) Executive

- a. Organize Marketing/promotion events: Seminars, workshops, exhibitions to market SMART Centre/SME Centre / SME Village.
- b. Prepare and create marketing materials: brochures, presentation, banners, web publications, etc.
- c. Administration work for SMART Centre.
- d. Facilitate SME investment in Penang.
- e. Gather information related to Human resources & training needs.
- f. Other strategic role/program/events.

#### 3) Executive

- a. Secretariat to SME Centre management council, industry clusters, and groups.
- b. Administration work for SME Centre.
- c. Organize events/meetings/mentoring program for SME Centre tenants.
- d. Promotion for SME Centre & tenants.
- e. Organize overseas mission for SMEs.
- f. Marketing events & prepare marketing materials for SME Centre & tenants.
- g. MC for SMART & SME Centre events.
- h. Gather information related to Funding, markets, problem faced by SMEs, etc.
- i. Organize Clusters & Groups discussion to promote supply chain clusters in Penang.
- j. Other strategic role/program/events.