

**Position:** Projects & Innovation Executive

**Overview:**

To manage, plan and execute Tech Care projects to meet project objectives.

**Responsibilities:**

- Plan, organize and manage projects assigned, and meet project objectives in terms of budget, outcomes and schedule.
- Monitors the progress of the various projects, foresee any potential problems and resolve and/or propose solutions.
- Develop project implementation work flow and document project progress to ensure traceability while adhering to PDPA requirements.
- Develop relationship with stakeholders including vendors, LB's staff and seniors to ensure smooth and proper communication and reduce miscommunications.
- Support projects that may be led by other department members, work as a team to ensure all Tech Care projects are completed to satisfaction.
- Assist with department documentation such reporting, publicity materials and maintenance of database.
- Work as a team to identify gaps where Tech can be put in place to close them, reach out to more seniors, enable organizational operation efficiency.

**Requirements:**

- **Diploma** in project or event management or equivalent.
- Minimum 1 year experience in Project Management/relationship management or related.
- Experience in Social service sector will be an advantage.
- Possess excellent interpersonal skills, meticulous and task orientated.
- A team player & equally adept at working independently.