

JOB DESCRIPTION SUMMARY

POSITION IN NANOMALAYSIA BERHAD GROUP OF COMPANIES:

ASSISTANT VICE PRESIDENT – INTELLECTUAL PROPERTY MANAGEMENT

ROLE

- The role of Assistant Vice President – Intellectual Property Management is to manage, protect and expand the Company’s patent portfolio, including proactively identifying and developing patentable Intellectual Property (IP) and working closely with internal and external stakeholders to prepare, file, and prosecute related patent applications, IP risks and commercialization.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Candidate must possess at least a Degree in Science preferably in Chemistry or Biochemistry or a Degree in any Engineering Field in Electrical and Electronics or law or equivalent.
- A minimum of 7 - 10 years of relevant professional experience in an IP firm and/or in-house setting and/or universities, patent agents or any government agencies with experience in nanotechnology, pharmaceutical, life science, and/or biotechnology industry highly preferred.
- Significant small and/or large patent preparation and prosecution experience, including familiarity with IP laws (Patent, Utility Innovation, Copyright, Trademark etc) regulations, and practices.

ASSISTANT VICE PRESIDENT – BUSINESS DEVELOPMENT

ROLE

- The role of Assistant Vice President – Business Development is to develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals, closes new business deals by coordinating requirements, developing and negotiating contracts; and also, responsible for managing projects assigned to Business Development Office of Nano Commerce Sdn. Bhd. (“NCSB”).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Candidate must possess at least a bachelor’s degree in Engineering, Physics, Biology, Chemistry, Biotechnology or equivalent.
- At least 5 - 7 years professional experience in industry and/or government-linked entities, preferably within the technology sector.

SENIOR ASSOCIATE – PROCUREMENT

ROLE

- The role of Senior Associate – Procurement is to assist for finding goods and services for the company at the best value regarding quality and price. The type of goods procured varies from one industry to another with the underlying duty of meeting budget constraint to increase profitability. Additional duties of this position include assisting the analysis and preparation of contracts and working closely with project management teams as well as outside vendors to meet project requirements.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Candidate must possess at least an Accounting/Finance, supply chain management, logistics or business administration or Professional Qualification ie ACCA/CPACIMA/ICAEW or equivalent.
- At least 4 - 5 years' relevant working experience.
- Knowledge of sourcing and procurement techniques as well as a dexterity in “reading” the market.

SENIOR ASSOCIATE – BUSINESS DEVELOPMENT

ROLE

- The role of Senior Associate –Business Development is to assist SVP - BD in locating or proposing potential business deals by contacting potential partners, discovering and exploring opportunities. To develop relationships with key stakeholders and agencies. Also, to assist SVP - BD in screening potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Candidate must possess at least a Bachelor's degree in Engineering, Physics, Biology, Chemistry, Biotechnology or equivalent.
- At least 3 - 4 years' professional experience in industry and/or government-linked entities, preferably within the technology sector.

SENIOR ASSOCIATE/ASSOCIATE – HUMAN CAPITAL MANAGEMENT

ROLE

- The role of Senior Associate/Associate – Human Capital Management is to assist to perform the full spectrum of HR functions including recruitment and selection, training and development, compensation and benefits, employee relation, industrial relations. The incumbent also will also assist all other related administrative tasks when required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Human Resource Management, Business Administration / Management or equivalent.
- At least 3 - 4 years of working experience in general HR functions and possess multi-tasking skills.

ASSOCIATE – GRAPHIC DAN DIGITAL MEDIA

ROLE

- The role of Associate – Graphic and Digital Media is to produce content that matches the company's brand, aesthetic, and marketing strategy, including social media graphics, website banners, and promotional artwork. The incumbent also will assist in handling NanoMalaysia's social media and assist the corporate affairs team to organise NanoMalaysia Corporate Events and Corporate Social Responsibility (CSR) projects/initiatives.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Candidate must possess at least a Bachelor's Degree in Public Relations, Marketing, Advertising/Media, Art/Design/Creative Multimedia, Mass Communications or equivalent.
- At least 2 - 3 years of working experience in a relevant field and responsibility.

ASSOCIATE – LEGAL AFFAIRS

ROLE

- The role of Associate – Legal Affairs is to assist the Vice President in appraising in-bound legal documents in relation to "nanotechnology business activities" (refers to NanoMalaysia's core business activities related to nanotechnology research and development, pre-commercialisation and commercialisation of nanotechnology product and/or nanotechnology intellectual property). The incumbent is to provide independent legal advice on "nanotechnology business activities" to respective offices, within the objects and powers under the NanoMalaysia Berhad's Memorandum of Articles and Articles of Association; Drafting of legal documents for (Outbound Legal Engagement).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Candidate must possess at least a Bachelor's Degree in Law.
- Possess at least 2 -3 years working experience in Corporate, Commercial and Intellectual Property Law.

ASSOCIATE – DIGITAL TECHNOLOGY

ROLE

- The role of Associate – Digital Technology is to assist in the management, planning and deployment of NanoMalaysia Berhad ("NMB") and its group of companies ("NMB Group")'s information and digital technology assets. Besides, the incumbent will assist in implements best practices and solutions for all digital communications (including but not limited to web development, web hosting, application development, software, hardware, e-mail list servers, online widgets, security, permissions, content management systems, QA, databases, redundancy).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Candidate must possess at least a Bachelor's degree in Information Technology, Computer Science, Mathematics or any related branch.
- At least 2 – 3 years' experience in a relevant field or responsibility.
- Knowledge on web hosting, web development, WordPress, database.
- Knowledge on web servers, Windows and Linux servers.
- Knowledge on MS Office365, Power Apps, Power Automate, SharePoint.
- Experience in providing IT supports and handling office networks.
- ITIL and/or TOGAF certification or equivalent preferred.

SENIOR ASSOCIATE / ASSOCIATE – BUSINESS DEVELOPMENT

ROLE

- The role of Associate – Business Development is to manage sales and marketing activities for a services company providing a solution in certification and consultancy, liaising and networking with a range of stakeholders including customers, colleagues, suppliers and partner organisations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Candidate must possess at least a Bachelor's Degree in Engineering, Physics, Biology, Chemistry, Biotechnology or equivalent.
- At least 3 -4 years professional experience in industry and/or government-linked entities, preferably within the technology sector.
- Knowledge and experience in Science and/or Accounting is an advantage.

POSITION IN NMB GROUP SUBSIDIARIES:

FOUNDER / ENTREPRENEUR
<p>ROLE</p> <ul style="list-style-type: none">• The role of Founder / Entrepreneur is to oversee business management, growth and operations of a subsidiary company under the NMB Group, which includes but is not limited to exploitation of nanotechnology in commercialization of IP and products and services, increasing revenues, growth in terms of business expansion by identifying and evaluates new markets and partnership opportunities through direct prospecting, networking, and develop relationships with industry professionals to generate new business opportunities, be it private or government.
<p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none">• Candidate must possess at least a Bachelor's Degree in any Engineering discipline or equivalent. Advanced degrees with MSc / M. Eng or PhD added advantage.• At least 7 years of technical experience, preferably with 3 - 5 years of relevant experience in senior management and managing production facilities.• 5 years substantial and broad business experience in Business Development is a must.
PRODUCT AND BUSINESS ENGINEER
<p>ROLE</p> <ul style="list-style-type: none">• The role of Product and Business Engineer is to assist the Founder, which include but not limited to, identify, create and leads nanotechnology or product development and scale-up projects with industrial partners, define and implement on product roadmap to ensure success of the products to support business goals and implement best practices, processes and structures to scale up the product management function within the company.
<p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none">• Candidate must possess at least a Bachelor's Degree in any Engineering discipline or equivalent.• At least 3 - 5 years' experience in related field.• Experience in technology or technical product commercialization is an advantage. <p>Experience in Intellectual Properties filing or review is an advantage.</p>
PROCESS ENGINEER
<p>ROLE</p> <ul style="list-style-type: none">• The role of Process Engineer is to assist the Founder in developing, configuring and optimizing industrial processes from inception through to start up and certification, assessing processes, taking measurements and interpreting data and also designing, running, testing and upgrading systems and processes.
<p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none">• Candidate must possess at least a Bachelor's Degree in any Engineering discipline or equivalent.• Preferable 2 – 5 years' experience in related field.• Exposure to technology or technical product commercialization is an advantage.