

ASSOCIATE – PROJECT MANAGEMENT JOB DESCRIPTION

The primary role of an Associate is to project manage a project which has been assigned to him/her. Typically, an associate will be responsible to project manage around 4 projects at one time. The role starts from project initiation till project closure and the Associate is required to ensure that the project will complete within the assigned duration and satisfy the project's main KPIs.

RESPONSIBILITIES

- Managing the mandate given to covering standard operating procedure in appraising nanotechnologies for commercialization, technical analysis and consultancy, project management and all technology related aspects of the Company's activities;
- Ensure the expected execution of the project governance, communications with agencies and all other stakeholders;
- Work with the Centre of Excellence as required, supporting and sustaining existing collaborations with external partners to support research projects and ensure successful outcomes for both NanoMalaysia Berhad personnel and external partners;
- Facilitate transfer of technology and knowledge from project outcomes to external partners;
- Work with external partners and Internal stakeholders (e.g., legal Unit, Innovation Office, Finance Office, Corporate Affairs) in developing with external partners;
- Attend meetings with authorities and other relevant parties;
- Support participation in trade shows, presentation, seminars, and conferences where NanoMalaysia is actively involved; and
- Support and undertake any other tasks as requested or assigned by the Management.

QUALIFICATIONS

- At least Master' Degree in Material Science, Physicist, Chemistry, Process Engineer or Material Engineering, or equivalent preferred;
- Strong communication and presentation skills, able to talk to all levels of an organization;
- Preferable 3 years' experience in related field;
- Contract position(s) available and willing to work in Sunway Putra Tower;
- Excellent organisational skill and command of written and spoken English and Bahasa Malaysia;
- Malaysian citizen;
- Willing to travel; and
- Able to lead project/work independently with good working attitude.

SKILLS

- Familiar with Microsoft Office 365, SharePoint, Word, Excel and PowerPoint
- Pleasant and having good interpersonal skills
- Certified PRINCE2 or Project Management Professional is preferred.
- Exposure to commercialisation of technology or technical products and services is an advantage.
- Strong customer service orientation, meticulous, attention to detail, having self-initiative, organized and takes pride in quality work
- Able to set priorities, multi-task, work under pressure and able to meet tight deadlines;
- Able to work independently but within a team framework with a positive attitude, a strong sense of accountability and urgency; and have a strong commitment to ensure legal, corporate and regulatory compliance
- Able to identify and take action on workarounds or alternate solutions to satisfy project deliverables especially in meeting budget, timeline and quality.