Company : Prima Limited

Prima Group was founded as Prima Limited in 1961. It was the first flour mill in Singapore. Over nearly six decades, the Group has evolved into an international food company, with manufacturing hubs in Singapore, Sri Lanka, China, and Australia. We continue to be one of the few pioneering Singaporean companies in operation, with family values central how we run our business. An integrated value chain enables us to identify opportunities and create value at every step, optimise operational efficiencies through scale, and constantly retain our competitive edge.

Job Title : Corporate Manager/Executive – Chairman’s office / Corporate Department

Job Description : The role is a strategic one which requires the incumbent to navigate among the senior-level staff, customers, managers and other stakeholders to support the Chairman & CEO/Executive Directors. In his/her capacity, the incumbent is expected to report directly to the Chairman & CEO/COO to execute projects, trouble-shooting and follow-up actions on behalf of the Chairman/Executive Directors. He or she requires character, leadership skills, ability, drive, integrity and high standards of performance to ensure that communication between the Chairman’s Office/Corporate Department with their senior staff and stakeholders are well-managed. The incumbent will also be responsible for ensuring swift follow up, execution and delivery of all initiatives generated from this Office.

The role includes: the following duties and responsibilities

- Manage cross-functional strategic initiatives among departments in HQ and other subsidiaries locally and overseas
- Facilitate communication between the senior leadership team within the Group
- Lead the implementation of strategic projects and commercial initiatives
- Work with teams across the business to solve issues to unlock growth and synergy potential
- Initiate and manage initiatives spearheaded by the Chairman/Executive Directors.
- Compile and update management reports for decision making.
- Plan and anticipate business needs and proactively bring together suitable resources and key staff to support business growth
- Participate in joint business calls with Business General Managers and Group Managers and others as a representative from the Chairman’s Office/Corporate Department

Requirements :  

- Bachelor Degree in Marketing, Business, Finance or Engineering is preferred. An MBA will be advantageous.
- 3 to 5 years of experience in business & strategic planning in a Chairman’s office/Corporate Office.
- F&B industry knowledge will be an advantage, but not necessary
- Excellent verbal and written communication skills.
- Demonstrates high standards of character, integrity and confidentiality.
- People-oriented Officer and a good and effective networker

To Apply : For interested candidates, please send in your resume to hrm@prima.com.sg by 30 January 2020.