

# **Business Advisory Managers**

## **WHO WE ARE**

The SME Centre is an initiative by Enterprise Singapore started in 2005 as Enterprise Development Centres(EDCs) and renamed in 2013 to SME Centre with the objective of establishing a channel for SMEs to obtain advice/consultation on business and operational issues. The SME Centre have access to various resources to help the SMEs start, sustain and grow their businesses. They are the nerve centre for business advisory, access to capability upgrading tools and knowledge for their business growth.

SME Centre@SICCI is one of the 5 Centres in Singapore established to serve the SME community. The SME Centre@SICCI role have moved from awareness building of government assistance grants and schemes to helping SMEs develop their capabilities for growth. SME Centre@SICCI provides aspiring entrepreneurs and SMEs with a one stop business advisories and diagnosis services. SME Centre @ SICCI also conduct capability development workshops to help SMEs to grow in areas of finance, productivity, human resources & marketing. These services thru the SME Centre@SICCI are to provide the SMEs with valuable access to relevant knowledge and services that meet the needs of their businesses for growth thru the business advisors.

## **WHO WE ARE LOOKING FOR**

The SME Centre@SICCI are looking for a dynamic go-getter individual with a never say die attitude. The candidate must have the willingness to go the extra mile to care for their customers and in ensuring the services delivered are top notch and be a partner with the SMEs in helping their business to grow. Someone who is versatile, not afraid to take ownership in growing enterprises and have an enquiring growth mindset.

## **KEY RESPONSIBILITIES**

- 1) Provide sound business advisory and information to SMEs in their operations.
- 2) Identify gaps and propose appropriate solutions for SMEs to help their business grow.
- 3) Play an active role in outreach efforts to SMEs to generate leads and referrals.
- 4) Engage in purposeful and productive interactions with SMEs which may be face-to-face, phone and/or email.
- 5) Plan and organize events and capability workshops for SME Centre.
- 6) Provide support to events organized by Singapore Indian Chamber of Commerce and Industry (SICCI).
- 7) Support the Centre Director in the smooth operations and marketing of SME Centre activities.

## **EXPERIENCE AND KNOWLEDGE**

- 1) Degree holder or equivalent with a minimum of 2 to 4 years of relevant experience and a good track record in advisory or consultation projects.
- 2) Self-driven and works well independently and within the team to assist SMEs in their business needs.
- 3) Knowledgeable in one or more of the following areas:
  - a) Business services (e.g. business matching, business registration, business operations)
  - b) Financial services
  - c) Legal services
  - d) HR policies
  - e) Management (IT services, management system, health and safety)
- 4) Well-versed in the regulatory requirements and various government assistance schemes would be a plus.

SME Centre@SICCI is an equal opportunity employer. Come join our team and be a part in journeying together with the SME in growth!