



BISHOP'S OFFICE EXECUTIVE

DIOCESAN CENTRAL ADMINISTRATION

BISHOP'S OFFICE EXECUTIVE

The Diocese of Singapore (DOS) has under her umbrella, 27 churches, community services, and schools. The Diocesan Central Administration (DCA) is the corporate headquarter for DOS.

DUTIES & RESPONSIBILITIES

- Supports the Bishop's Office in providing effective administrative support
- Provide admin support such as arrange for meetings, booking of flights, processing of claims, etc.
- Liaise with parishes on matters pertaining to members' confirmation such as coordinating of confirmation schedules, confirmation certificates etc.
- Part of the team to organize Diocesan events and services

REQUIREMENTS

- Diploma holder in Administration or related discipline
- 3 years' working experience in a related capacity will be advantageous
- Able to maintain high level of integrity and confidentiality of information
- Responsible, meticulous and takes initiative
- Good interpersonal skills

Salary will commensurate with qualifications and work experience.

Please direct your interest to apply for the job to hr@anglican.org.sg along with your updated resume indicating your expected salary and notice period. Only shortlisted applicants will be notified.