



GROUP ADMINISTRATION EXECUTIVE

SINGAPORE ANGLICAN COMMUNITY SERVICES

GROUP ADMINISTRATION EXECUTIVE FOR SINGAPORE ANGLICAN COMMUNITY SERVICES

Group Head Office of Singapore Anglican Community Services & St. Andrew's Mission Hospital (SACS-SAMH).

Work location: Anglican Care Centre, 10 Simei Street 3, Singapore 529897

Reporting to the Head, Group Administration, together with the Group Admin Department, you will be responsible for the efficient functioning and coordination of all the activities of the SACS and SAMH Head Office.

DUTIES & RESPONSIBILITIES

- Together with the Group Administration Department, responsible for the efficient functioning and coordination of all activities of the Group Head Office.
- To assist in the various Boards and Committee meetings including the convening and recording of each session.
- Minute-taking is a key requirement of this position.
- To ensure the smooth running of the Head Office, including provision of supplies and relevant resources of the Head Office.
- To collate the various reports in accordance with the requirements and to provide proper documentation of all reports, manuals and policies.
- To help organize and provide support for internal and external corporate activities and events by the Head Office and Service Units.

REQUIREMENTS

- Diploma or General Degree holder with relevant experience preferred
- Good written and communication skills in English are essential
- Good organizational ability and meticulous in work
- Working knowledge of office software such as Microsoft Office and G Suite.
- Independent, resourceful and helpful person with a pleasant disposition

Interested candidates are invited to submit your CV to mary_yong@sacs.org.sg