



EXECUTIVE, SECRETARIAT DEPARTMENT

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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.

We are recruiting an Executive for the Secretariat Department. It should be second nature for the successful applicant to be an excellent recording secretary and administrator. The incumbent is expected to be the resource bank to provide up-to-date corporate secretariat information and advice.

DUTIES & RESPONSIBILITIES

- Recording secretary for Board meetings
- Provide secretarial and logistical support for Board meetings
- Upkeep records and file registry for the secretariat department
- Provide guidance to churches on corporate secretariat matters

REQUIREMENTS

- Degree / Diploma in Business Administration/Management
- At least 3 years of work experience in a similar administrative capacity
- Excellent command of English language, both written and verbal
- Meticulous with a keen an eye for details
- Takes initiative to schedule and prioritize tasks on hand
- Able to multi-task and deliver within timelines
- Proficient in using MS Office suite of application

Salary will commensurate with qualifications and work experience.

Please apply to hr@anglican.org.sg with your updated resume, expected salary and notice period. **Only shortlisted applicants will be notified.**

DIOCESAN
CENTRAL
ADMINISTRATION