



ADMINISTRATIVE OFFICER, CHINESE- SPEAKING WORK

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

Our Chinese-speaking ministry involves shepherding more than 5,000 members in the diocese that extends to children, youth, families, seniors and new immigrants!

We are recruiting an Administrative Officer to provide administrative support for the Chinese-Speaking work, which may include coordinating events, retreats and seminars. Reporting to the Board Chairman of Chinese-Speaking work, the admin officer is expected to perform the following scope of work.

DUTIES & RESPONSIBILITIES

- Provide administrative support for events, trainings, retreats, seminars etc
- To record minutes of meeting and provide administrative support for board and committee meetings
- Coordinate the publications of newsletters and related communications as well as to ensure the timely renewal of media permits.
- Part of the team to update content for Chinese-Speaking work website
- Perform translation of Diocesan communiqué and publications (English to Chinese)
- Archival of articles important for Chinese Work

REQUIREMENTS

- Degree / Diploma in Chinese studies or related faculty
- At least 2 years of work experience in a similar administrative capacity
- Excellent command of Chinese language, both written and verbal
- Ability to read and write English will be an advantage
- Able to multi-task and deliver within timelines
- Proficient in using MS Office suite of applications

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.**

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