



HR/BISHOP'S OFFICE EXECUTIVE

DIOCESAN CENTRAL ADMINISTRATION

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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.

DUTIES & RESPONSIBILITIES

- Assist with budgeting functions
- Assist with new recruit onboarding and offboarding
- Support in the recruitment process, which includes posting jobs, scheduling and coordinating interviews with hiring managers
- Assist with insurance claims administration
- Supports the Bishop's Office in Clergy meeting coordination, schools' ministry and province activity coordination, ordination and induction coordination
- Provide admin support such as arranging for meetings, booking of flights, processing of claims, etc.
- Part of the team to organize Diocesan events and services
- Expanded HR support whenever required

REQUIREMENTS

- Diploma holder in Administration or related discipline
- 3 years of relevant work experience required for this role
- 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 send your updated resume to hr@anglican.org.sg along with your recent photograph, expected salary and notice period.

Only shortlisted applicants will be notified.