



Student Care Centre (Hougang)

ADMIN. EXECUTIVE (FULL-TIME)

Responsibilities:

1. Provides full administrative and operations support.
2. Fetch students from the school or designated pick-up point.
3. In charge of buying tea breaks and assisting in serving tea breaks and lunch.
4. Maintains effective and efficient record-keeping.
5. Ensures safe-keeping of equipment and important documents.
6. Coordinates general repair, maintenance and upkeep of the Centre.
7. Liaison for volunteer arrangements.
8. Work on any other areas that the Centre Manager may direct as and when necessary.

Requirements:

9. At least an ITE business studies or LCCI graduate.
10. At least 1 year of relevant experience.
11. Preferably with basic accounting knowledge and experience.
12. Competent in Microsoft Office is a must.
13. Possess good communication skills.
14. Meticulous and able to multitask.
15. Working hours: 9.30 am to 6.30 pm (Mondays - Fridays)

Interested applicants are invited to complete BCARE Job Application Form and submit their resumes as well as credentials to corpadmin@bcare.org.sg

All applications will be kept in strict confidence. We regret that only shortlisted candidates will be notified.