



Rainbow Centre Singapore is committed to enhancing the quality of life of children and youths with special needs through education and training to enable them to achieve their fullest potential. If you share our passion, we invite you to join us to make a real difference in the lives of our students and their families.

ADMINISTRATIVE EXECUTIVE

The post-holder is responsible for providing administrative and clerical support for the general office. In addition, the post-holder will be the point of contact for the volunteers.

Key responsibilities:

To assist the Admin Manager in office administration matters which will include the following duties:

- a) Liaise with vendors for transport needs for the school students including for CCAs and field trips.
- b) Handle students' administration matters
- c) Responsible for the liaison with the vendors and tracking of CCA contracts.
- d) File and tag students' files and prepare registers for all programmes
- e) Liaise with technicians and vendors on the maintenance of school facilities and properties.
- f) Assist with the co-ordination and logistics of meetings and events, including booking of venue, preparation of room and refreshments.
- g) Provide counter duty and attends to any request or query from visitors and staff, e.g. for collection of school fees, request for access cards, forms, stationery, keys, copier paper, etc.
- h) Liaise with vendors for the office equipment repairs.
- i) Responsible for the efficient flow and tracking of incoming and outgoing mails
- j) Maintain supplies inventory by checking stock to determine inventory level; anticipate needed supplies; place and expedite orders for supplies; verify receipt of supplies.
- k) Responsible for registration of visitors, issuance of temporary carpark passes and visitor passes.
- l) Cover duties of other administrative staff as and when required.
- m) Ensure front office is neat and tidy.
- n) Provide general admin assistance and support for the school including ad hoc duties as and when assigned.

Requirements:

Technical Competencies:

- Minimum Diploma or higher
- At least 1 year of related working experience, preferable in a similar setting

Core Competencies:

- a) Knowledge of office administration
- b) Excellent interpersonal & communications skills
- c) Computer skills including the ability to operate spreadsheet and word processing programmes

This position is open to Singaporeans and Permanent Residents Only. Qualified and interested candidates are invited to email or send your résumé, duly completed Job Application Form together with copies of your Educational Certificates and Transcripts to:

Human Resource

Rainbow Centre, Singapore

501 Margaret Drive, Singapore 149306

Email: recruit@rainbowcentre.org.sg

Website: www.rainbowcentre.org.sg