



Senior Connect @574 (Hougang)

Admin. Executive (Part-time)

Responsibilities:

1. Provides administrative and operations support.
2. Maintains effective and efficient record-keeping.
3. Coordinates submission of reports.
4. Ensures safe-keeping of equipment and important documents.
5. Coordinates general repair, maintenance and upkeep of the Centre.
6. Creates monthly activity flyer and do simple translation.
7. Coordinates repair and maintenance schedule.
8. General upkeeping of the centre.
9. Participate in other BCARE events and projects when required.

Requirements:

1. At least a GCE "O" level with some years of relevant administrative working experience.
2. Competent in Microsoft Office is a must.
3. Possess good communication skills esp. with the Elderly.
4. Conscientious, and possess good organizational skills.
5. Work Hours: either 8.30am to 12.30pm or 1.30pm to 5.30pm (5-day workweek) or 3-day workweek (i.e. 24hr/week)

Interested applicants are invited to apply with their resumes, together with other supporting documents, and email them to corpadmin@bcare.org.sg Only Singaporeans/ SPR need apply.

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