



BCARE Connection

CENTRE ASSISTANT (Part-Time)

Report to:

Centre Executive

Responsibilities:

1. Handle the opening and closing of the cash register.
2. Manage front desk enquiries, simple clerical duties.
3. Housekeeping, maintain tidiness and cleanliness of Centre.
4. Assist Centre Executive in administrative work & operating of the Centre.

Requirements:

1. Minimum "O" Level. Meticulous, patient, a team player.
2. Able to do simple translation (dialect speaking an advantage).
3. You are required to be vaccinated and be able to follow COVID-19 safety management measures.
4. Working hours:
Tuesdays, Thursdays and Fridays 7.00pm to 10pm

Interested applicants, please complete the BCARE Job Application form and attach it with a detailed resume. Do state your expected salary and date of availability and email it to corpadmin@bcare.org.sg

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