



Bethesda CARE Centre (Seng Kang)

Admin. Executive Active Ageing Centre @ BCARE

Responsibilities:

1. Handle incoming phone calls and enquiries related to AAC services and programmes, including follow-ups with seniors on programme registrations.
2. Manage registration of new members and maintain accurate membership records.
3. Provide administrative support to programme staff as required, including coordination and documentation.
4. Ensures safe-keeping of equipment and important documents.
5. Coordinates general repair, maintenance and upkeep of the Centre.
6. Create monthly activity flyer and do simple translation.
7. Coordinate repair and maintenance schedule.
8. General upkeep of the centre.
9. Work on any other areas that the Centre Manager may direct as and when necessary.

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. Working hours: 9am to 6pm (Mondays – Fridays), 5-day workweek

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.