



Bethesda CARE Centre

Admin. Executive (Full-time)

Brief Description

Reporting to the Executive Director, the incumbent for the Admin. Executive position will work closely with the Executive Director to provide comprehensive administrative support to ensure the smooth and efficient operation of the agency. This role involves assisting with various office functions, managing day-to-day administrative tasks, and supporting other departments as needed to ensure service delivery is optimal.

Job Responsibilities

1. Office Administrative Support

- Attend to phone calls, respond to emails, and manage incoming correspondence
- Attend to online & walk-in enquiries
- Mail & Internal Document Collection & Distribution
- Prepare and maintain filing systems, both digital and physical
- Manage Head Office Petty Cash Float
- Fixed Asset Management
 - Maintain fixed asset register
 - Record all the acquisition, transfer & disposal
 - Perform Annual fixed asset checking with other satellite centres
- Maintain office supplies and cleaning inventory and order necessary items
- Maintain a clean and organised office environment
- Monitor Telco contracts & utilities
- Manage Room Booking
- Issuance of office property (e.g. laptop, access keys) and return of items
- Gift/ Hamper purchase e.g. get well, wreath
- Assist with logistics for corporate and staff meetings

2. Facilities

- Attend to maintenance requests from staff
- Liaise with the Facility Department e.g. HQ facility maintenance
- Liaise with external service providers e.g. air-con, contract cleaning
- Supervise contract cleaner

3. Other Corporate Functions Support

- Assist in running of BCARE projects
- Basic website maintenance and update e.g. Job advertisement
- Maintain Tenancy Agreement & Liaison with BCARE tenants
 - Attend to maintenance requests from tenants
 - Monthly billing of Rental & Utilities reimbursement

- Renewal of tenancy agreements

4. Others

- Any other duties as assigned by the Executive Director

Qualifications:

- At least an “A” Level with some years of experience in administrative or office management roles, preferably in a social service or non-profit setting.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to handle sensitive and confidential information with discretion.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.
- A compassionate and client-oriented approach with the ability to handle diverse client needs.

Personal Attributes:

- Strong interpersonal skills and a positive attitude.
- Highly adaptable with the ability to manage changing priorities.
- Proactive, resourceful, and solutions-oriented.
- Empathy and a genuine interest in supporting vulnerable individuals and communities.

Interested applicants, please download BCARE Job Application Form from www.bcare.org.sg and submit it with a detailed resume and credentials to corpadmin@bcare.org.sg . Only Singaporeans or PRs need apply. All applications will be kept in strict confidence. We regret that only shortlisted candidates will be notified.