

Senior Executive/Assistant Manager, SITLEARN PD
(Services)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=218931>

Downloaded On: May. 9, 2024 10:43am

Posted Aug. 1, 2023, set to expire Jul. 5, 2024

Job Title Senior Executive/Assistant Manager, SITLEARN PD
(Services)

Department

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Aug. 1, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director
Senior Executive Officer

Academic Field(s) Teaching & Learning

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498477/senior-executiveassistant-manager-sitlearn-pd-services>

Apply By Email

Job Description

Senior Executive/Assistant Manager, SITLEARN PD (Services)

Job no: 498477

Department: SITLEARN Professional Development

Contract type: Contract

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As SIT's lifelong learning champion, SITLEARN Professional Development offers stackable and standalone Continuous Education and Training (CET) courses to working adults of all ages who are keen to upskill or reskill to gain new skills and knowledge that can be applied in their current workplace, or into a new industry that mid-careerists aspire to transit towards.

If you wish to be challenged to contribute towards our next bound of CET journey, you are welcome to apply for the post of Senior Executive/Assistant Manager, CET (Services) to work on making continuing education even more accessible with the myriad funding schemes available.

Key Responsibilities

- Work with stakeholders on fulfilment of claim submission requirements
- Assist in the generation of reports for funding agencies and management.
- Search for sources to extract the required data, analyse and tabulate based on prescribed templates.
- Maintain data sources and spreadsheets, updating as necessary to ensure data is accuracy.
- Creation of WBS code, tagging and budget top up for courses.
- Collate and consolidate trainers' payment. Working closely with Finance and HR to manage the monthly payment to faculty, professional officers and associates, ensuring timely and accurate payment of training fees.
- Generate and issue credit notes and manage billing requests for courses.
- Monitor and remind Course ICs to follow up on Ageing Report and recover payments.
- Review and approve new account creation by companies, ensuring completeness and accuracy of information collected and submission of all required documents, including declaration.
- Administration of designated mailboxes and filing directories.
- Support any other administrative duties or projects as required (e.g., data-entry, collate and analyse data for management reports and/or presentations etc.)

Job Requirements

- Degree or Diploma holder with relevant work experiences.
- Prior experience in finance or data collation, analysis and reporting preferred.
- Analytical and logical thought process with good critical thinking and problem-solving abilities.
- Highly proficient in Microsoft Word, Excel, and PowerPoint.
- Customer oriented and positive work attitude.
- Organised and meticulous with a keen eye for details.
- Able to multi-task and manage tight deadlines.

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- Adaptable and flexible.
- Good team player with good communication and interpersonal skills.

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Advertised: 01 Aug 2023 Singapore Standard Time

Applications close: 31 Aug 2023 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore