

Senior Executive (CET- Services) , SITLEARN PD
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=229002>

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Posted Jan. 17, 2024, set to expire Jul. 5, 2024

Job Title Senior Executive (CET- Services) , SITLEARN PD
Department SITLEARN Professional Development
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jan. 17, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Senior Executive Officer

Academic Field(s) Teaching & Learning

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498599/senior-executive-cet-services-sitlearn-pd>

Apply By Email

Job Description

Senior Executive (CET- Services) , SITLEARN PD

Job no: 498599

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

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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 the CET journey, you are welcome to apply for the post of **Senior Executive** CET (Services), to work on making continuing education even more accessible with the myriad funding schemes available.

Key Responsibilities:

- [Administration] Administration of designated mailboxes and filing directories. Support any other administrative duties or projects as required by management.
- [Company Accounts] Review and approve new company account creation that is thorough and accurate.
- [Data] Search for sources to extract, analyse and tabulate data based on prescribed templates. Maintain and update data sources and spreadsheets for accuracy.
- [Finance-related] Undertake daily operations (e.g., creating WBS code & budget top-up for courses and generating credit notes, refunds & billing requests for courses). Work closely with Course Administrators, Finance and HR colleagues to manage the monthly payment of fees to SIT faculty and professional officers and ensure timely and accurate payment. Monitor and remind Course Administrators to follow up on the Ageing Report and recover payments.
- [Grant claims] Work with stakeholders on the fulfilment of claim submission requirements
- [Report] Assist in report generation to Grantors and management.

Skills and Qualifications:

- A good Degree or Diploma with relevant work experience.
- Prior experience in finance or data collation, analysis and reporting is 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.
- Adaptable and flexible.
- Good team player with good communication and interpersonal skills.

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What we offer you:

- Exciting opportunities to be part of a growing team for the next bound of the CET journey for adult learners to up-skill/re-skill themselves to be relevant to the industry.
- Opportunities to be challenged and contribute to system implementations to automate through digitalization for improving productivity and grant claims processes.
- Opportunities to administer, collate and analyse grant claim data for reporting to improve courses and work processes.
- Opportunities to learn competencies and skills to work in a time-demanding multi-tasking environment.

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Advertised: 17 Jan 2024 Singapore Standard Time

Applications close: 31 Mar 2024 Singapore Standard Time

Contact Information

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

Contact

Singapore