

Senior Manager/ Manager (Commercial and
Administration), Estates
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=226738>

Downloaded On: Apr. 20, 2024 5:35am

Posted Dec. 4, 2023, set to expire Jul. 5, 2024

Job Title Senior Manager/ Manager (Commercial and Administration),
Estates

Department Estates

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Dec. 4, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Financial Planning/Budget Management
Facilities Operations
Development/Institutional Advancement

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498560/senior-manager-manager-commercial-and-administration-estates>

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Job Description

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Job no: 498560

Department: Estates

Contract type: Contract

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As part of the Estates Division the Senior Manager/ Manager plays a vital role to plan and drive initiatives to enhance effectiveness and efficiency of divisional policies, processes and system and implement projects to support the operations and services of SIT in its current campuses and the new Campus. The role includes proposing and sourcing for appropriate commercial services, asset management, reviewing and formulating office administration service policies.

Key Responsibilities

- Responsible to procure and administer existing licenses/ leases of all facilities and amenities (e.g. F&B outlets, bookshop, vending machines, printing services, etc) for the University existing and new campus.
- Administer short term hire of the University facilities and follow up with any outstanding payments.
- Oversee and manage all University administrative procurement, equipment and services etc., and ensure timely renewals or calling of new tenders, including post-award contract administration.
- Coordinate and manage the University's relocation to the new campus.
- Manage the University drivers and fleet of vehicles including scheduling of logistics transport and booking of vehicles by senior management.
- Efficiently manage the General office administration that provides services to the whole University (e.g. office stationery, courier services, staff pantry, staff name tags, mailroom services and etc.)
- Manage the service provider and oversee the function and service of the Reception counter
- Guide and orientate the Executive on the overall general office administration responsibility of the Admin Estate Division.
- Ensure that service providers carry out works with the necessary risk assessments and safety work procedures in place to manage the related works.
- Carry out asset management task including conducting asset audit, tagging and tracking of assets and low value assets.
- To propose, support and oversee projects from initial ideation to completion including

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implementation if required.

- Undertake any other tasks or responsibilities as required by Management in the course of work

Job Requirements

- Degree of any discipline with at least 5 years of experience in corporate or general office services and real estate institutional leasing.
- Proven track record in managing functions such as policy, planning and people management.
- Experience in preparing tenders and relocation of university campus will be an advantage.
- Energetic self-starter who can set priorities and work independently.
- Resourceful team player with good analytical, time management and change management skills.
- Customer-centric with strong communication and interpersonal skills.
- Innovative and technology savvy, good presentation and writing skills.
- Ability to exercise initiative, manage pressure, multitask and work independently in a fast-paced environment.
- Proficiency in MS Office applications.
- Understand about WSH requirements.
- Be involved in after office works when necessary and required.

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Advertised: 02 Dec 2023 Singapore Standard Time

Applications close: 05 Jan 2024 Singapore Standard Time

Contact Information

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

Contact

Singapore



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