

## Executive, SITLEARN Professional Development Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=227523>

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Posted Dec. 18, 2023, set to expire Jul. 5, 2024

**Job Title** Executive, SITLEARN Professional Development  
**Department** SITLEARN Professional Development  
**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Dec. 18, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Senior Executive Officer

**Academic Field(s)** Administration - General

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498575/executive-sitlearn-professional-development>

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**Job Description**

## Executive, SITLEARN Professional Development

**Job no:** 498575

**Department:** SITLEARN Professional Development

**Contract type:** Temporary

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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 CET journey, you are welcome to apply to contribute to making lifelong learning even more accessible with the myriad funding schemes available.

### **Key Responsibilities:**

- Support the GSA team in the companies' Enhanced Training Support for SMEs (ETSS) verification in the Dynamics 365 Sales Enterprise system (CRM-CET) and Training Provider Gateway (TPG) Grant Calculator.
- Support the GSA team in contacting/liasing with the companies' contact person on their ETSS eligibility.
- Support the GSA team in updating the companies' ownership status in CRM-CET.
- Support the GSA team in any other administrative duties, including daily ops.

### **Skills and Qualification:**

- A-Level / Diploma
- Customer-oriented and positive work attitude
- Highly proficient in Microsoft Word, Excel, and PowerPoint.
- 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
- Analytical and logical thought processes with good critical thinking and problem-solving abilities.

The successful candidate will be offered a 3 months contract

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**Advertised:** 15 Dec 2023 Singapore Standard Time

**Applications close:** 15 Jan 2024 Singapore Standard Time

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**Contact Information**

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

**Contact**

Singapore