

Senior Executive (1 year) , Global Experience
Singapore Institute of Technology

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Posted Jan. 11, 2024, set to expire Jul. 5, 2024

Job Title Senior Executive (1 year) , Global Experience
Department Global Experience
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jan. 11, 2024

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/498594/senior-executive-1-year-global-experience>

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Job Description

Senior Executive (1 year) , Global Experience

Job no: 498594

Department: Global Experience

Contract type: Temporary

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The candidate supports administrative operations to achieve the division's objectives. The candidate should also have a strong interest in learning new skills, with a view to implement work improvement

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solutions to achieve the division's goals and objectives. He/she must:

Key Responsibilities:

- Administer and operationalize overseas mobility programmes by:
 - Providing guidance and support to students, including pre-departure briefing, risk management, on-site support, and post trip reflections.
 - Collating and submitting reports and supporting documents for claims on overseas mobility grant programmes.
 - Ensuring students submit pre-departure documentation.
 - Assisting managers in budget-related planning and submissions.
- Provide support for GED events such as hosting of visiting universities / organisations.

Job Requirements:

- A-Level / ITE certificate / Diploma
- Customer-oriented and positive work attitude
- Highly proficient in Microsoft Word, Excel, and PowerPoint
- Organised and meticulous
- Able to multi-task and manage tight deadlines

Successful candidate will be offered a 1 year contract.

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Advertised: 11 Jan 2024 Singapore Standard Time

Applications close: 29 Feb 2024 Singapore Standard Time

Contact Information

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

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Contact

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