

Senior Assistant Manager/Assistant Manager (CET Grant  
Claims Operations), SITLEARN  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=237206>

Downloaded On: Jul. 22, 2024 7:35pm

Posted Jun. 7, 2024, set to expire Oct. 7, 2024

**Job Title** Senior Assistant Manager/Assistant Manager (CET Grant  
Claims Operations), SITLEARN

**Department** SITLEARN

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Jun. 7, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Teaching & Learning

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498566/senior-assistant-managerassistant-manager-cet-grant-claims-operations-sitlearn>

**Apply By Email**

**Job Description**

## Senior Assistant Manager/Assistant Manager (CET Grant Claims Operations), SITLEARN

**Job no:** 498566

**Department:** SITLEARN

**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 Assistant Manager / Assistant Manager (CET Grant Claims Operations)** to contribute to making lifelong learning even more accessible with the myriad funding schemes available.

**Key Responsibilities:**

- Work with stakeholders on fulfilment of CET claim submission requirements
- Timely submission of periodic grant claims and managing their audit if required
- Verify grants disbursements and reconcile with financial statements and submissions
- Submission of CET course applications to funding agencies
- Assist in the generation of reports for funding agencies and management
- Undertake a variety of admin duties or financial related tasks
- Review and approve new account creation by companies
- Administration of designated mailboxes and filing directories.

**Great to Haves:**

- Advance skills using Microsoft words/PowerPoint/excel, pivot and reporting functions
- Organised and meticulous, with a keen eye for details
- Good communication and analytical skills
- Able to work independently and within tight timelines

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- Comfortable working in a dynamic and fast-paced environment

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**Advertised:** 14 May 2024 Singapore Standard Time

**Applications close:** 30 Jun 2024 Singapore Standard Time

### Contact Information

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

### Contact

Singapore