

Assistant Manager/Senior Executive, Advancement Office  
(Operations & Services)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=243758>

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Posted Aug. 28, 2024, set to expire Jul. 5, 2025

**Job Title** Assistant Manager/Senior Executive, Advancement Office  
(Operations & Services)

**Department** Advancement and Alumni

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

**Date Posted** Aug. 28, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director  
Senior Executive Officer

**Academic Field(s)** Development/Institutional Advancement

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498758/assistant-managersenior-executive-advancement-office-operations-services>

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**Job Description**

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(Operations & Services)**

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**Job no:** 498758

**Department:** Advancement and Alumni

**Contract type:** Contract

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We are seeking a committed individual to join SIT's Advancement Office. The incumbent plays a key role in SIT's Advancement Office that ensuring day-to-day administration activities are carried out promptly and effectively.

### Key Responsibilities

- Ensure smooth operation of day-to-day office administration functions.
- Be the key point of contact to liaise with Estate on office related issues (e.g. lockers, doors, lightings etc.)
- Support Divisional events/champaign which includes getting ready IPADs and wireless credit card payment kit for fundraising and annual giving programs.
- Support the division in handling procurement matters like creating purchase request, issue PO, perform Goods Receipts and others for membership subscription and renewals and marketing communications collaterals
- Support in organizing internal divisional meetings and external meetings
- Keep track and manage the division assets (eg IPADs, laptop, camera) and work with Finance for fixed assets reporting
- Manage and maintain the divisional representative duties for the division
- Support and organise profile research for donor events
- Manage system downtime notice for AO systems
- Perform housekeeping on AO working website to ensure information can be found easily

### Job Requirements

- Diploma preferably in Information Technology, Business Management or Finance.
- 1-2 years of work experience in office operations or an equivalent combination of education and experience.
- Proficient in MS Office applications (e.g. Excel, Word, PowerPoint etc.)
- Familiar with Procurement or Finance related systems, preferred, but not mandatory

The successful candidate may be offered temporary contract with a view of renewal (subjected to

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**Advertised:** 28 Aug 2024 Singapore Standard Time

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

### Contact Information

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

### Contact

Singapore