

Senior Executive (General Administration and Programme Support), Centre for Career Readiness
Singapore Institute of Technology

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Posted Nov. 15, 2024, set to expire Jul. 5, 2025

Job Title Senior Executive (General Administration and Programme Support), Centre for Career Readiness

Department

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Nov. 15, 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/498805/senior-executive-general-administration-and-programme-support-centre-for-career-readiness>

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Job Description

Senior Executive (General Administration and Programme Support), Centre for Career Readiness

Job no: 498805

Department: Centre for Career Readiness

Contract type: Contract

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We are seeking a dedicated and proactive individual to join our dynamic team, focusing on the general administration work of the division and support the career coaches in the administration of the students' internship applications. As part of the operations team within the division, the candidate will also assist in various events and logistical tasks.

This candidate will join the Operations team at the SIT Centre for Career Readiness (CCR) and reports to the Senior Manager, Operations (Administration).

Key Responsibilities

1. Programme Administration

Provide administrative support to the Career Coaches in CCR on:

- Relevant system updates on and work attachment (e.g. Integrated Work Study Programme (IWSP), Integrated Work Place Learning (IWL) related records for the undergraduate/postgraduate suite of programmes.
- Track, maintain and ensure that the industry partners' accounts and relevant job descriptions for student work attachment positions are posted correctly, and approved timely via the job portal.
- Manage and respond to programme specific enquiries pertaining to IWSP and full-time employment
- Liaise with, assist and guide industry partners on student job portal issues.
- Coordinate with Career Coaches on IWSP numbers for regular reporting across programmes.
- Work closely with various teams to jointly finetune and develop standardised systems and processes.

2. General Administration

Member of the Operations team:

i. Budget Planning, Monitoring, and Reporting

- Assist in the creation of the division's annual budget by gathering relevant financial data, preparing forecasts, and ensuring all anticipated expenditures are accounted for.
- Assist in tracking actual expenses against the forecast, identifying discrepancies, and ensuring

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that financial operations stay within the allocated budget.

- Coordinate with the finance division to ensure accurate and timely processing of all budget-related activities, including reconciliations and financial audits where applicable.

ii. Purchase Requests and Payment Procedures

- Manage the division's procurement processes, ensuring compliance with internal policies and regulations.
- Prepare and submit purchase orders for internal stakeholders ensuring all requests are processed in a timely manner.
- Track and follow up on payments to vendors, ensuring that all invoices are settled promptly.
- Manage gift and voucher distributions for events keeping accurate records of issuance and ensuring compliance with company policies.

iii. General Mailbox Management

- Provide administrative support in managing the division's general email inbox, acting as the first point of contact for inquiries ensuring queries are followed up appropriately to ensure timely response
- Support communications to students by collating requests from coaches and external parties consolidate and plan the sending of the weekly eDMs to students to keep them updated on all career related events, activities and initiatives that will support them in the career development.

iv. Event and Activity Support

- Assist in the planning and execution of career events, training workshops, and outreach activities, ensuring all logistical elements such as catering, audio visual equipment are organized efficiently.

v. Additional Duties

- Take on the role as the division's point of contact on training-related matters.
- Take on ad-hoc responsibilities as needed, which may include scheduling meetings, drafting internal communications, or supporting special projects as assigned.

Requirements:

- A tertiary or qualification or diploma holders with relevant experience in any discipline.
- 2 to 3 years of relevant experience in general administration, co-ordination in a fast-paced

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environment

- Proficient in MS Office, particularly in Microsoft Excel and PowerPoint
- Competent, adaptable and meticulous
- Experience in maintaining clear and accurate records
- Forward thinking with good initiative at work
- Confident in writing and conversing to industry professionals
- A team player who is willing to work beyond his/her defined work scope, when required
- Strong organizational and time management skills
- Customer focused with a friendly disposition

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Advertised: 15 Nov 2024 Singapore Standard Time

Applications close: 31 Dec 2024 Singapore Standard Time

Contact Information

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

Contact

Singapore