

Senior Executive/ Assistant Manager, Finance (Part-time,
11-months contract)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=249457>

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Posted Nov. 22, 2024, set to expire Jul. 5, 2025

Job Title Senior Executive/ Assistant Manager, Finance (Part-time,
11-months contract)

Department

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Nov. 22, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Financial Planning/Budget Management

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498810/senior-executive-assistant-manager-finance-parttime-11months-contract>

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Job Description

Senior Executive/ Assistant Manager, Finance (Part-time, 11-months contract)

Job no: 498810

Department: Finance

Contract type: Temporary

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We are seeking an individual who will be responsible for managing Student Finance communications. This is a part-time position on a 11-months contract.

Key Responsibilities

Main Duties:

- Oversee the Student Finance mailbox, ensuring timely and accurate responses to inquiries
- Address external calls related to student finance matters with professionalism and efficiency
- Assist with ad-hoc duties as assigned by the supervisor, contributing to the smooth operations of the Finance division

Working hours:

- 3 days per week (Monday to Friday)
- 08:30 - 18:00 (hours)

Job Requirements

- A diploma or higher qualification is preferred.
- Minimum of 3 years of relevant working experience, particularly in customer service or administrative roles.
- Strong customer service mindset, with a focus on delivering excellent support and assistance to internal and external stakeholders.
- Highly organised and detailed-oriented, with the ability to manage multiple tasks effectively.
- Strong communication skills, both written and verbal, to interact professionally with internal and external stakeholders.
- Pro-active and diligent in follow-ups to ensure all matters are resolved efficiently.
- Semi-retirees with experience in the education sector or a strong background in customer service are welcome to apply.

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Advertised: 22 Nov 2024 Singapore Standard Time

Applications close: 31 Jan 2025 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