**ADMINISTRATIVE EXECUTIVE**

CONFIDENTIAL

**Job responsibilities**

* Handling a variety of administrative functions in a fast-paced environment.
* Facilitating classes and interacting with teachers and students.
* Running daily operations and the logistics of product flow.
* Assisting in the coordination, supervision and completion of special projects.

**Snapshots of our ideal candidate**

* Diplomas in business or a diploma with any discipline 1-2 years working experience.
* Retiree with working experience are welcome to apply
* Bilingual in English and Chinese
* Basic computer skills and willing to learn new skills
* Strong organizational and time management skills.
* Good interpersonal and communication skills.
* Proactive, meticulous and hands-on.
* Willing to work on 1 weekend.
* Can commence work immediately.
* Only Singaporeans or Singapore Permanent Residents need apply.

**How to apply**

We require all of the following documents to be submitted in order for us to process your application. Kindly upload all documents as one attachment file.

* Résumé or Curriculum Vitae
* Cover Letter
* ‘O’ Level Certificate
* ‘A’ Level Certificate / Diploma Certificate and Transcript
* University Degree Certificate and Transcript (If applicable)
* Masters Degree Certificate and Transcript (If applicable)

*Any incomplete applications will not be processed.*

If you have been shortlisted, we will contact you within 2 weeks from date of application.

**APPLICATION FORM**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: F / M Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status **(pls underline)**: Single / Married / Divorced

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S( )

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Date/ Time:**

1. Weekdays: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Weekends:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Highest Academic Qualifications (please upload pdf for our record)**

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**Past Experiences:**

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Are you in good health? Y/N (if no, pls state):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_