Executive - (007YM)
National University of Singapore, Office of Human Resources

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Junior Executive

Singapore - Across Singapore - Singapore

JOB DESCRIPTION

- To market the external language programme
- To prepare course consultant and part-time teaching staff employment proposals and process of teaching claims
- To prepare quotations for customized courses
- To process registration for external language programme
- To monitor fund movements of the external language programme
- To plan for external language programme budget
- To collect registration fees and prepare Income & Expenditure statement for external language programme
- To co-ordinate the conduct of external language programme
- To administer the external language programme website
- To perform any other duties as assigned by supervisor and/or Centre Management
- To supervise Management Assistant Officer and student assistants

This is a full-time fixed term (contract) position.
- University degree, with at least 2 years of relevant working experience

- Proficient in basic Microsoft Office programmes, namely Word, Excel and Powerpoint

- Possess excellent communication and presentation skills, both written and spoken

- Able to prioritise work and multi-task under tight timeline

- Strong initiative with passion to provide excellent customer service

- Team player

COMPANY SNAPSHOT

Average Processing Time
More Than 2 Weeks

Registration No.
200604346E

Industry
Education

Company Size
More than 5000 Employees

Working Hours
Regular hours, Mondays - Fridays

Dress Code
Formal (e.g. Shirts + Ties)

Benefits
Education support, Sports (e.g. Gym), Parking, Flexi-benefits, Medical

Spoken Language
English

COMPANY OVERVIEW

A leading global university centred in Asia, the National University of Singapore (NUS) offers a global approach to education and research, with a focus on Asian perspectives and expertise. It is driven by its mission to transform the way people think and do things through education, research and service. The NUS community is distinctively global with talented students and faculty from more than 100 countries. We invite dynamic and motivated individuals to be part of this vibrant hub which is dedicated to delivering quality education and undertaking research for the betterment of society.
WHY JOIN US?

- You will enjoy the prestige and pride of working alongside bright, diverse and dedicated people who constantly strive to push boundaries in education, research and service. Being part of NUS is more than just a career – it could be a life-changing experience.

- Our spirit of enterprise and a “no-walls” culture means that everyone has the opportunity to develop and see through their ideas. No matter what you do, it is an amazing place to be.

- With a broad range of departments, faculties, schools, research institutes and centres, initiatives, projects and schemes, you will enjoy abundant opportunities for intellectual, personal and professional growth. Whatever your interests, you can find a place here, and a path for your professional development.

- We offer market-competitive total rewards that consider your needs at different life stages. What’s more, you can enjoy perks including interesting recreational facilities, wellness programmes, concerts/performances and passes to local attractions, heavily-subsidized NUS graduate programmes, and a whole range of corporate discounts with participating merchants.

- We provide a supportive environment that allows you to enjoy a healthy work-life balance.

Begin the journey with us.

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Closing on 10-July-2018