

## **Job Posting**

Position: Administrative Executive  
Job scope: Kindergarten Administration  
Reporting officer: Centre Administrator/Operations Manager/Campus Manager  
Job type: Full Time

### Roles & Responsibilities:

- Responsible for registration & counter services.
- Assist in the management of new enrolments, re-enrolments and waiting lists.
- Collect school fees, and perform sales of school items.
- Maintain class files and kindergarten admission databases.
- Respond to enquiries by answering phone calls, replying to emails, returning calls left by voicemails, and by face-to-face interactions with walk-in parents.
- Liaise with existing vendor providers for enrichment programmes, computer programmes, and holiday camps.
- Ensure contract adherence by vendors and update vendor database.
- Coordinate enrichment activities.
- Coordinate bus transport, arrival and dismissal of children.
- Assist in operational support as and when needed or required.

### Job Requirements:

Minimum 'O' levels

Good documentation and communication skills

Knowledgeable in Microsoft applications

Meticulous

Proficient in English

Customer service experience preferred but is not required

Job Benefits:

Compressed working hours

Leave, medical, dental, and insurance coverage

Full/ partial fees subsidy for employee's children enrolled in the Kindergarten

Salary:

From \$2000 depending on qualifications and relevant experience

Additional Information

Attractive remuneration and benefits package.

Ample opportunities for personal growth and career development

Supportive working environment of friendly co-workers.

Location: Gilstead, Harding, Leedon.

Interested applicants are to forward your CV to [hr@sjck.org.sg](mailto:hr@sjck.org.sg)