



Administrative Executive

Job type: Full-time

Job Description

- Responsible for registration and counter services.
- Assist in the management of new enrolments, re-enrolments and waiting lists.
- Collect school fees and perform sale 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 interacting face-to-face with walk-in parents.
- Liaise with vendors on enrichment and 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 required.

Job Requirements

- Minimum GCE 'O' Levels.
- Knowledgeable in Microsoft applications.
- Proficient in English.
- Good documentation and communication skills.
- Meticulous.
- Preferably have experience in Customer Service.

Job Benefits

- Compressed working hours.
- Leave, medical, dental, and insurance coverage.
- Full/partial fees subsidy for employee's child enrolled in the kindergarten.

Additional Information

- Attractive remuneration and benefits package.
- Ample opportunities for personal growth and career development.
- Supportive working environment of friendly co-workers.
- Locations: Gilstead / Harding / Leedon.

Salary

From \$2,200.

Interested applicants are to forward your CV to hr@sick.org.sg.