



Administrative Position

Job type: Full-time (5 or 5.5 days' work week)

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.
- Proficient in English.
- Good with processes, policies and their implementation.
- Preferably have relevant experience in Administration and Customer Service.
- Leadership potential.
- Good documentation and communication skills.
- Knowledgeable in Microsoft applications.
- Meticulous.

Job Benefits

- Leave, medical, dental, and insurance coverage.
- Attractive remuneration and benefits package.
- Opportunities for personal growth and career development.

Additional Information

- Supportive working environment of friendly co-workers.

Salary

From \$2,200, depending on experience.

Interested applicants are to forward your CV to hr@sjck.org.sg. Thank you.