



## Administrative Executive

(5 or 5.5 days work week)

### 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

### 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
- Meticulous
- Knowledgeable in Microsoft applications

### Benefits

We offer a competitive salary and benefits package, supportive work environment, and opportunities for personal growth and career development.

Please send your resume to [joinus@littleseeds.edu.sg](mailto:joinus@littleseeds.edu.sg). Thank you.

*We apologise that only shortlisted candidates will be notified.*