

**Position:** Admin Executive (1 year contract – renewable)

**Overview:**

The individual in this position reports to the HOD and contributes to the administration of the programme.

The individual in this position will assist in the administrative and secretarial support to the Department. He/she will also be the main liaison for public enquiries and all incoming referrals. He/she is responsible for providing administrative support to the Department and preparing monthly reports required by the funders, governing authorities, audit and sponsors to ensure the timely submission of the documents. He/she is also expected to provide administrative and logistics support to the department's projects, from and not limited to procurement processes, department and board meetings, minutes writing, SOPs, management of funds etc.

**Responsibilities:**

- Provide administrative and logistics support to the department in operational documentation and reports i.e. weekly department meeting notes, evening management committee meetings for CW2S, assist in collation of profiling and needs assessment, monthly reports required for internal analysis, by the funders, governing authorities and sponsors to ensure the timely submission of the documents for funding and audit etc.
- Administer annual satisfaction survey with seniors/befriendeds and CW2S team.
- Tapping on Excel, Power BI, or software/application to consolidate reports/data.
- Provide administrative support to the department in Purchase Requisition and Payment vouchers. Monitoring the usage of funds for staff welfare, maintain department's google sheet schedule etc.
- Update, develop and/or streamline current operational workflows and SOPs such as ops manual, workflows, policies and documentation procedures i.e. visitation SOPs including escalation SOPs and risk management etc. Establish knowledge management documentation system. Initiate, coordinate and consolidate knowledge management efforts with CW2S managers and AAC team.
- Main liaison with IT colleagues and external vendor (NUS) on our CVWO issues, documents and troubleshoots day-to-day issues as well as oversee the annual improvement exercise with NUS.
- Other Ad-hoc duties or projects assigned by management.

**Requirements:**

- Diploma/Degree in Administration, Business, Gerontology or equivalent
- Good communication & interpersonal skills
- A team player & equally adept at working independently
- Dynamic, quick-thinking, adaptable & responsive to change
- Enthusiastic & self-motivated to value-add
- Meticulous and methodological