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| **Job Overview** |
| **Designation:** | Administrative Executive |
| **Reports To:** | Operations and Administration Manager |

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| **Job Summary** |
| The Administration Executive will provide administrative support to the Operations and Administration Team, and be responsible for ensuring the smooth day-to-day operations of the office, providing support for meetings and events, and assisting with general and HR administrative tasks. |

| **Job Description** |
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| * Handle general emails and phone calls, ensuring timely follow-up and responses.
* Provide general office and administrative support, including ensuring the availability of office supplies, coordinating the maintenance of office equipment, etc.
* Assist with the booking of rooms and facilities for meetings and events, including catering arrangements.
* Support HR administrative tasks in the following areas of hiring, on-boarding, benefits, employee record keeping, training, performance management process, etc. Tasks include preparing paperwork, arranging schedules and preparing documentation packs, and filing, etc.
* Assist and support the Operations and Administration Manager in assigned tasks, including assisting in project co-ordination.
* Support the National Council (NC) Secretary in executing workflows for document administration, including filing and updating of records, schedules and calendars.
* Maintain accurate and complete filing of documents, including NC minutes and membership records.
* Assist in the administration of membership data in the Society’s databases and systems, e.g. Salesforce (only for SSVP membership).
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| **Qualifications and Experience** |
| * At least 3-years of experience in administration or a related field.
* Good organisational and communication skills
* Attention to detail and ability to maintain confidentiality.
* Ability to work independently and as part of a team.
* Proficient in Microsoft Office and Google suite.

Good to have but not essential* Knowledge of HR administrative processes
* Events co-ordination
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