



Administrative Executive

Job Responsibilities include, but are not limited to the following:

- Act as a first point of contact for the Finance Director
- Manage access to the Finance Director by screening, drafting and issuing correspondence on her behalf (e.g. phone, email, mail)
- Maintain the Finance Director's calendar, organise and schedule meetings, including Sub-Committee meetings, and book appointments
- Update the Finance Director on forthcoming important tasks and deadlines
- Set up and maintain an organisational system for filing and database for records
- Take dictation and minutes for meetings
- Liaise with staff, suppliers and committee members
- Collate filing expenses, conduct and compile research data
- Prepare reports for presentations on behalf of the Finance Director
- Miscellaneous tasks to support the Finance Director in various sectors, including corporate governance reporting in compliance with legislation and regulations
- Any other ad hoc duties assigned

Key Attributes:

- Minimum 'A' Level or Secretarial Diploma with 3 to 5 years of relevant experience
- Discretion and trustworthiness to handle confidential information
- Flexible, adaptable, tactful and diplomatic with good initiative
- Good organisational skills with the ability to multitask
- Good written and oral communications skills
- Proficient in Excel spreadsheets
- Able to work independently and meet deadlines

Interested applicants, kindly submit a comprehensive resume with your expected salary to the address or email address below:

**The Human Resource Department
The Tanglin Club
5 Stevens Road
Singapore 257814
Email: financerecruit@tanglin-club.org.sg**