Job Description

- Executes and supports all student support services

- Duties include the following:
  - Registration of students
  - Application of student passes with ICA
  - Library matters
  - School buses
  - Dormitories
  - Generally, all aspects of student support

  - Processes student applications with turnaround time of 24 hours
  - Maintains proper record and monthly check of student dockets
  - Verifies student details for FPS insurance on daily enrolment
  - Ensures all textbook be available 1 month before semester commencement
  - Monitors Class Attendance rating every end of the month
  - Provides support for Registry, Library, Student Support
  - Ensures school bus services are properly sourced and rendered
  - Any other relevant duties and responsibilities as assigned by RO

Requirements

Education: “O” Levels or ITE for Assistant position, Polytechnic Diploma or University degree for Executive position.

Experience: 1-2 years of working experience. Fresh graduates with the correct attitude may be considered.

Singaporeans and PR preferred, must be able to communicate in both English and Chinese (spoken and written)