

Job Scope and Requirements of Administrative Support Executive in ACE

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive (Operations Team)	<ul style="list-style-type: none"> • Day-to-day logistics support for Continuing Education Training (CET) programmes • Administer the scheduling of video recording • Manage students' statuses • Support in preparation of reports • Track appointment of CET trainers • Track invoice and payments from clients • Submit SDF claims via Skillconnect System • Manage CET mailbox and phone calls • Process evaluation reports • Monitor students' attendance 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • At least 1 year of administrative support experience • Proficiency in Microsoft Office applications such as MS Excel, Word
Administrative Support Executive (Operations Team)	<ul style="list-style-type: none"> • Assist in data and records administration in various CET systems such as Learning Management System (CETLMS) and Video Recording System • Assist in managing the operations of video recording for CET lessons and working with Operations team on the availability of videos for CET students • Manage the administration of assessments and examinations for CET Diploma Programmes • File hardcopies of relevant documents and update/maintain softcopies documents in eDoc (system for e-filing currently adopted by School) • Handling general enquiries relating to systems and assessment processes for students/staff 	<ul style="list-style-type: none"> • Effective email and minutes writing skills • Customer service skills • Telephone etiquette • Communication and presentation skills

**Job Scope and Requirements of Administrative Support Executive in
Centre for Enterprise and Communication (CEC)**

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Provide general administrative support in the operations of centre events and other assigned duties • Assist in the design of marketing materials • Maintain and update of CEC Website, Facebook accounts and mailbox • Provide administrative and logistical support for departmental and outreach events and projects • Assist with photography and video editing work • Maintain photos and video footage archives • Maintain office supply inventories and coordinate maintenance of equipment for the centre • Open, sort and distribute incoming correspondence • Filing of e-documents and responding to departmental hotline enquiry and email • Assist management and staff with administrative duties as requested 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Knowledge of web design, video editing and photography is an advantage. • Proficiency in Microsoft Office applications such as MS Access, Word, Excel and PowerPoint • Effective email and minutes writing skills • Presentation skills • Candidates with willingness to learn, integrity, excellent work attitude and be commitment to providing quality service to staff, students and the public. • A good team player with ability to multi-task and work independently

**Job Scope and Requirements of Administrative Support Executive in
Centre for Educational Development (CED)**

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive (Video recording, multi-media production and training support)	<p><u>Position A</u></p> <ol style="list-style-type: none"> 1. Undertake video recording and multi-media production <ul style="list-style-type: none"> • Record and edit video recordings of certification and training sessions • Produce videos and develop multi-media resources for training purposes and events 2. Provide administrative support and photography services at key School/departmental events 3. Provide administrative support for certification programme 4. Provide administrative and logistics support for training workshops 5. Provide administrative and logistics support for School's periodic module tests 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • General administrative skills such as ability to organise and interpret data • Experience using video recording equipment and editing software • Proficiency in Microsoft Office applications such as MS Word and Excel to create pivot tables and design macros, as well as Sharepoint to set up surveys and store working documents.
	<p><u>Position B</u></p> <ol style="list-style-type: none"> 1. Undertake video recording and multi-media production <ul style="list-style-type: none"> • Record and edit video recordings of certification and training sessions • Conceptualise, produce videos and develop multi-media resources for training purposes and School/departmental events • Provide stage production and event support such as compiling music and presentation slides and making of signage 2. Provide administrative support and photography services at key School /departmental events. 3. Provide administrative support for certification programme and training workshops 4. Provide administrative support for training workshops 5. Provide production and administrative support for publications and publicity collaterals 6. Provide administrative and logistics support for the School's periodic module tests 7. Assist in asset checking of CED equipment 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Has experience using video recording equipment and editing software • Has experience in web development and knowledge of HTML and CMS • Familiar with graphical design software such as Adobe Photoshop and Flash Professional

<p>Administrative Support Executive (E-Learning Support)</p>	<ol style="list-style-type: none"> 1. Provide administrative and logistics support to ensure the smooth delivery of E-learning workshops and trainings 2. Assist in the management of training lab which include monitoring of lab usage meetings and workshops and maintaining of e-learning equipment 3. Attend to loan request, installation and testing of educational technology tools for users 4. Support training set-ups in various new media platforms such as Sketch-Up and support research related to education technology 5. Provide administrative and logistics support in events and School's periodic module tests 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent in New Media or Design for Interactivity • IT-Savvy candidates • Familiarity with social media and electronic communication channels
<p>Administrative Support Executive (Training Support)</p>	<ol style="list-style-type: none"> 1. Provide administrative and logistics support for internal workshops and CED events. Some responsibilities include administration of course information in system and the candidate would be required to coordinate with stakeholders isuch as Programme Heads, Module Chairs and Trainers 2. Provide support in HR-Connect Training Administration issues 3. Generate and collate training reports for trainers on a quarterly basis 4. Monitor inventory of training stationery and attend to loan requests of training related resources 5. Update and maintain master file of CED Training Calendar and coordinate with Senior Executive(s) in scheduling of workshops 6. Assist to respond to enquiries submitted to CED 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or Equivalent • Proficiency in Microsoft Office applications such as Word and Excel • Has at least one year of work experience in administrative work • Technologically savvy with knowledge of IT platforms such as Sharepoint

**Job Scope and Requirements of Administrative Support Executive in
Office of Corporate Communications (OCC)**

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive (Branding Support)	<ul style="list-style-type: none"> • Monitor trends using social media tools and recommend actions increase positive feedback/ outcome • Strategise, market and position School with guidance from brand and marketing communications staff • Measure the impact of social media on the overall marketing efforts 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Diploma in Mass Communication, Marketing or Business Administration preferred • Strong interpersonal and communication skills • Effective email and minutes writing skills • Good IT literacy and proficiency in Microsoft Office applications including MS Excel and PowerPoint, etc. • 1 to 3 years of relevant work experience in media and/or public relations would be an added advantage
Administrative Support Executive	<ul style="list-style-type: none"> • Assist in all matters related to the School corporate website • Provide writing and editing support for School's various electronics marketing materials • Help manage School's editorial plan for various publication channels • Contribute to the development of School's long term electronic marketing plans and strategies 	
Administrative Support Executive (Events)	<ul style="list-style-type: none"> • Coordinate and support marketing and communications activities, events and campaigns • Liaise and network with stakeholders such as management, internal customers, industry partners and suppliers • Provide administrative support including data entry tasks and maintaining mailing database • Assist to develop and coordinate production of marketing collaterals and publications, including leaflets, posters, banners and flyers etc. • Arrange print arrangements and distribution of marketing materials • Handle RSVPs and coordination for ad-hoc events • Assist in any other task as and when assigned 	
Administrative Support Executive (Marketing)	<ul style="list-style-type: none"> • Support brand recall, recognition and perception studies • Execute branding campaigns by using innovative promotional tools and channels • Perform duties as campus guides and showcase projects by staff and students • Support the team to strategise, differentiate and position School • Address negative perceptions (if any) with targeted through-the-line marketing campaigns to enhance stakeholder opinions • Measure campaign results and budgeting 	

<p>Support Staff (Visitor Centre Operations and Maintenance)</p>	<ul style="list-style-type: none"> • Ensure smooth daily operations in the Republic Polytechnic Visitor Centre • Coordinate with various departments and vendors (writers, printers, designers, etc.) to develop content and update exhibits on a regular basis • Coordinate and conduct organised / walk-in tours for visitors • Train staff to be 'tour guides' of the Visitor Centre 	
<p>Administrative Support Executive (Media Team)</p>	<ul style="list-style-type: none"> • Assist with daily news alerts compilation, dissemination of news clippings and media activity reports • Coordinate media team's internal and external meetings • Assist with online initiatives to further increase positive awareness of School • Manage and attend to public enquiries received • Maintain filing repository of all media-related records and releases 	<ul style="list-style-type: none"> • Diploma in Mass Communication, Marketing or Business Administration • 1 to 3 years of relevant work experience in media and/or public relations • Strong interpersonal and communication skills • Effective email and minutes writing skills • Good IT literacy and proficiency in Microsoft Office applications including MS Excel and PowerPoint, etc.

Job Scope and Requirements of Administrative Support Executive in Office of Estates (OES)

Position	Primary Responsibilities /	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Perform role as Goods Receiving Officer • Perform draughting work using Autocad software (Architectural & M&E drawings) • Track and check estates' vendors compliances of OES instructions & guidelines • Assist in taking minutes for OES' meetings • Take stocks of OES' inventory and assets • Take on other administrative work including filing, eDoc filing and scanning of documents 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent in Building Services or Civil/ Mechanical/ Electrical Engineering or Real Estate Management • Autocad draughting experiences /skills • Proficiency in Microsoft Office applications including MS Word, Excel and PowerPoint • Effective minutes writing skills

Job Scope and Requirements of Administrative Support Executive in Office of Finance (OFN)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive (Accounts Receivable)	<ul style="list-style-type: none"> • Perform receipting functions • Create invoices to customers • Perform monthly reconciliation of receivables account • Perform monthly review of aging report and liaise with customers for outstanding invoices. • Prepare year-end audit schedules • Undertake other ad-hoc projects that may be assigned from time to time 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent
Administrative Support Executive (Budget)	<ul style="list-style-type: none"> • Liaise with the budget representative of all departments for budget submission • Involve in annual budget exercise and variance analysis • Involve in administration and accounting of charity funds • Prepare statutory returns and other statistics submission • Undertake other ad-hoc projects that may be assigned from time to time 	
Administrative Support Executive (General Ledger)	<ul style="list-style-type: none"> • Process emails sent to help-OFN mailbox and daily calls from OFN general telephone line • Enter journals • Prepare monthly audit schedules • Follow up on year-end accruals • Complete statistics surveys • Handle subsidiary's accounts • Undertake other ad-hoc projects that may be assigned from time to time 	
Administrative Support Executive (Accounts Payable)	<ul style="list-style-type: none"> • Process vendors' e-invoices, overseas hardcopy invoices, purchasing cards expenses, student club advisors' claims and ad hoc requests of payment for certification and approval via emails • Update and validate all transactions listed above in Oracle Payables • Create of New Vendors in Oracle payables • Request for DCA form and creation of bank details information in Oracle Payables • Handle queries from users and vendors on e-invoicing and other payables-related matters • Assist in creation and updating of students payment of Pocket money, Book prizes, needy fund and MOE Bursary etc. • Check and perform vendors' reconciliation of 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Knowledge in Oracle system would be an advantage

	<p>statement of accounts received from vendors</p> <ul style="list-style-type: none"> • Perform other duties and projects assigned by Account Payables Manager 	
Administrative Support Executive (Fixed Assets)	<ul style="list-style-type: none"> • Assist with implementation of processes in relation to fixed assets safeguarding and approved policies, procedures and policies related to internal control of the Polytechnic's assets • Maintain and update the Oracle database for new and existing capital and non-capital fixed assets including asset identification tagging, location identification, physical count, and liaison with departmental asset custodians • Identify existing assets without identification tagging numbers and co-ordinate with respective user departments for physical asset tagging • Coordinate and update transfer of equipment in the Oracle assets module • Assist with the disposal of obsolete assets in compliance with the Fixed Assets Disposal policy • Conduct periodical and annual fixed assets physical inventory count with respective departmental asset custodians 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Knowledge in Oracle system would be an advantage
Administrative Support Executive (Student Finance)	<ul style="list-style-type: none"> • Perform checks on refund transactions to students • Check student billing with supporting documents • Perform checks on loan disbursement • Compute the financial scheme claims • Perform student loan reconciliations and liaise with agent bank to ensure follow up action is taken to recover loans. • Any other duties and projects assigned by finance managers 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent
Administrative Support Executive (Procurement)	<ul style="list-style-type: none"> • Manage Procurement mailbox and answer procurement related enquiries • Prepare and update procurement survey service schedule and PO closing matters • Assist and be involved in external and internal procurement audits • Maintain department listing of officers involved in various key processes and update relevant schedules such as budget fund tracking list, tender and quotation evaluation tracking list • Manage the filing and updating of electronic documentation • Assist in generation of reports, preparation of presentation slides 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Experience and knowledge in government procurement and instruction manual • Proficiency in Microsoft Office applications such as Microsoft Outlook, Excel, Word and

	<ul style="list-style-type: none">• Assist and be involved in system enhancements• Perform any other ad-hoc duties as assigned	<p>PowerPoint</p> <ul style="list-style-type: none">• Good communication skills and ability to work both in teams and independently• Ability to work within stipulated deadline and is meticulous in work
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**Job Scope and Requirements of Administrative Support Executive in
Office of Human Resources (OHR)**

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Assist in the administration and coordination of recruitment activities • Assist in the management and administration of Staff Performance and Organisational Management • Manage the administration of Benefits eligibility and claims • Assist in updating of staff records for recruitment, staff training and performance management through SAP system • Coordinate and manage logistics for in-house events and programmes • Assist in coordination of Lunchtime Talks, Workshops, PCEO Communication Session, and set-up of various meetings • Assist in management reporting • Assist in Worklife Excellence and Employee Engagement programmes and activities • Respond to general enquiries and ensure high level of customer service • Provide cross-functional support to the HR team and assist in other ad-hoc tasks, as assigned 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Proficiency in Microsoft Office applications such as MS Word, Excel, Powerpoint • Experience in SAP system

Job Scope and Requirements of Administrative Support Executive in Office of Industry and Collaborations (OIC)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive (Industry Team)	<ul style="list-style-type: none"> • Maintain industry contact databases and compile School-wide industry engagement statistics across all departments for quarterly management reporting • Assist in administration of internship system which will include managing of enquiries and uploading of staff assessment • Assist in the administration of Customer Relationship Management (CRM) System which will include updating and housekeeping of CRM records, generating reports and helping with CRM users' enquiries. • Support the industry team in daily operations and activities • Handle day-to-day enquiries from students, staff and companies for all to internship, industry and CRM matters • Provide logistical support and venue setup for industry visits, meetings and events • Provide Secretariat support for Industry Collaborations Operations Committee Meetings 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Two years of relevant working experience • Well-versed in Microsoft Office (MS Word and Excel)
Administrative Support Executive (Scholarship, Bursary and Awards Team)	<ul style="list-style-type: none"> • Assist in administration of internal and external scholarships. (i) Internal Scholarship: coordinate with School/Centres on the process of shortlisting of students for interviews, tabulation of interview results, allocation and award of scholarships (ii) External Scholarship: work with sponsoring organizations, School/Centre and ORG to collate students' nomination based on eligibility criteria • Coordinate and facilitate MOE Bursary application for part-time diploma students • Setup and maintain weekly entries of donation records and conditions of usage in the system for scholarships, bursaries and awards monies, and verify records regularly with OFN colleagues • Handle email and phone enquiries from students, parents and staff on scholarships, bursaries and awards matters • Support in other daily operations and activities 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Minimum 2 years of working experience preferred • Administrative support experience • Proficiency in Microsoft Office
Administrative Support Executive (Development and	<ul style="list-style-type: none"> • Support the Development and Stewardship team in the day-to-day operations, event management and general administration. • Assist in donor servicing, reporting and maintenance of donors database 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Two years of

Stewardship)	<ul style="list-style-type: none"> • Handle day-to-day enquiries from donors and schools on donations and stewardship matters. • Coordinate and collate School-wide donation KPI progress by school and OIC for monthly reporting to management 	<p>relevant working experience</p> <ul style="list-style-type: none"> • Well-versed in Microsoft Office (MS Word and Excel)
Administrative Support Executive (Career Team)	<ul style="list-style-type: none"> • Support the career team in their daily operations and activities including administration, publicity and execution of career campaigns and announcements • Assist in the administration of Character and Citizenship Education module • Provide logistical support and venue setup for weekly industry and career talks • Take on role as an organising member for School's annual career fair to manage registration matters and logistics arrangements, etc. • Maintain and housekeep resources at student career corner in the library • Handle day-to-day enquiries from students, staff and companies for all matters relating to career services and Character and Citizenship Education module • Provide secretariat support for department meetings 	

**Job Scope and Requirements of Administrative Support Executive in
Office of Information Services (OIR)**

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Participate in activities to promote Republic Polytechnic's Internationalisation efforts • Assist and provide administrative support to country managers in functional areas of University Articulation, International Student Recruitment, and Education & Training Programmes • Work closely with School and Centres to ensure smooth implementation of overseas programmes and projects 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • 3 years of experience in the education and training sector • Proficiency in Microsoft Office applications such as MS Excel, Word, and PowerPoint • Effective email and minutes writing skills • Strong programme management skills • Effective communication skills • Outgoing personality

Job Scope and Requirements of Administrative Support Executive in Office of Information Services (OIS)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none">• Perform administration functions including book keeping of all contracts, invoices and telephone bills.• Maintain and manage operational documents such as contract details, contract staff details, contact numbers, training materials	<ul style="list-style-type: none">• Local Polytechnic Diploma or equivalent• Book keeping experience• Trained in Microsoft Office applications

Job Scope and Requirements of Administrative Support Executive in Office of Planning (OPN)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Provide logistics support for the organisation of OPN activities and meetings, as well as events organised by OPN • Provide logistical support for Official Visits such as visits by Minister for Education, Senior Minister of State, PS/PSD, etc and Auditors • Provide secretariat support to the School and Centre Advisory Committees • Perform extraction, updating and analysis of data • Prepare presentations and related materials • Perform other ad-hoc administrative duties as and when required 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • At least 2 to 3 years of working experience • Competency in Microsoft Office applications including MS Word, Excel, and PowerPoint. Ability to use Excel to process, analyse and present data • Effective minutes writing skills • Team player with good interpersonal and communication skills

Job Scope and Requirements of Administrative Support Executive in Office of Quality Assurance and Systems (OQS)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Provide operational tracking and administrative support for Academic QA projects such as Academic Benchmarking, Annual School Quality Review, Programme Curriculum Design Framework initiatives • Provide administrative support for quality assurance and management initiatives such as logistics arrangement during audits, documentation support and arrangement of interviews during audit • Provide operational tracking and administrative support for QSM matters • Providing administrative and logistic support in the organisation of School-wide events, Business Excellence (BE) and PS21 initiatives • Provide support in coordinating and scheduling of project meetings with Senior Management, other departments and external parties 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Preferably 2 years of working experience in administrative and logistics support

**Job Scope and Requirements of Administrative Support Executive in
Office of Registrar (ORG)**

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Maintain and manage student records • Attend to queries and liaise with other departments on matters related to student records and Graduation Ceremony • Assist with Graduation Ceremony matters such as setting up of ceremony venue, verification of controlled documents and preparation of logistical arrangement 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent
Administrative Support Executive	<ul style="list-style-type: none"> • Perform logistical work related to Examinations Printing Room operations • Liaise with Academic Staff on matters related to administration and preparation of examination scripts according to approved policies, guidelines and procedures • Assist in the archival of examination scripts and disposal of exam scripts at the stipulated period following approved procedures • Carry out any other duties as assigned by Reporting Officer 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent
Administrative Support Executive	<ul style="list-style-type: none"> • Manage and respond to enquiries made through admission and enrolment mailboxes and hotlines • Coordinate logistic matters for enrolment and admissions matters • Follow-up on post enrolment process such as student passes, medical report forms and related documents • Archive letters and forms 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent
Administrative Support Executive	<ul style="list-style-type: none"> • Perform customer service role at counter to handle student-related matters • Attend to enquiries on applications and renewal of Student's Pass • Maintain and archive electronic documents • Perform other related administrative duties in support of the daily operations in ORG • Provide support in other functions of work in ORG and ORG-related events such as Graduation Ceremony, periodic tests/ examination duties when required 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent

Job Scope and Requirements of Administrative Support Executive in One-Stop Centre (OSC)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive (Customer & Corporate Service)	<ul style="list-style-type: none"> • Handle in-bound and outbound phone calls • Attend to over-the-counter customer enquiries • Handle incoming email enquiries • Perform administrative work such as scanning, printing of documents and processing academic-related requests from students. 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • At least 2 year of working experience preferably in customer service. However, fresh Diploma graduates are welcome to apply • Good interpersonal skills and customer service mindset • Fluency in written and spoken English • Ability to multi-task and handle diverse job scopes • Proficiency in MS Office applications • Meticulousness in work • Ability to work independently and as a team
Administrative Support Executive (Smartcards)	<ul style="list-style-type: none"> • Attend to over-the-counter customer enquiries related to student and staff card matters • Handle workstation keys, temporary access cards as well as Staff & Student cards matters • Manage attendance-taking and issuance of name cards and lockers 	
Administrative Support Executive (Systems)	<ul style="list-style-type: none"> • Ensure smooth running of in-house customised system • Liaise with IT department for system updates and changes • Report system faults and defects • Update systems' functional specifications and user guide 	

Job Scope and Requirements of Administrative Support Executive in Office of Student and Graduate Affairs (OSG)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive (Adventure Learning Center)	<ul style="list-style-type: none"> • Assist in facilities booking / monthly statistic as well as handling of enquiries, coordinating of bookings and updating number of participants that use ALC facilities on a monthly basis • Assist in ALC Finance matters such as compiling and reconciling monthly cash, updating Purchase Orders (POs) to ensure that items are delivered and POs are closed • Minutes Taking for weekly ALC Meetings • Update and keep track of programme schedules • Provide logistics and administrative support, events management • Perform ad-hoc duties such as updating name cards for contact list 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Proficiency in Microsoft Office applications including MS Excel and Sharepoint • Effective email and minutes writing skills • Ability to manage and communicate with customers
Administrative Support Executive (Sports Development Facilities)	<ul style="list-style-type: none"> • Maintain Sports Development (SD) Sharepoint and P-drive (RP's shared drive), maintain sports facilities webpages and provide publicity support • Provide management support to Sports Complex Facilities, including managing enquires via help mailbox, preparing and processing facility booking quotations, managing equipment and facilities, as well as tracking monthly usage of facilities • Provide management support to Sports Complex Booking by handling all sports equipment loans from staff, students and public • Managing enquiries on office booking and loan of equipment after office hours or during weekend (or when needed) • Process coaches' timesheet • Assist to take minutes for meetings 	<ul style="list-style-type: none"> • Basic event management skills • Knowledge in procurement procedures will be an added advantage
Administrative Support Executive (Sports Development Admin and Publicity)	<ul style="list-style-type: none"> • Provide publicity support to SD, including designing and communicating of OSG competitions, events, and programmes • Maintain SD Sharepoint, database and website • Provide support to Sports Club and Sports IG (<i>Interest Groups</i>) Admin, track IG team list and activities lists on monthly basis and publicise sports achievements on a monthly basis • Assist in Inventory and Asset Management • Manage enquiries on office booking and loan of equipment after office hours or during weekend (or when needed) • Process coaches' timesheet 	

	<ul style="list-style-type: none"> • Assist to take minutes for meetings 	
Administrative Support Executive (Admin)	<ul style="list-style-type: none"> • Assist in preparation and checking of budgets during budget exercise • Generate and monitor financial/purchasing reports • Assist in tracking of fixed assets tracking, write-off and disposals • Advise OSG colleagues on procurement matters whenever needed • Provide administrative support through scheduling of meetings, appointments, data entry & update, filing of documents, preparing of meeting materials and taking of meeting minutes • Take on roles in other committees/tasks as and when required (e.g. organise annual department retreat etc.) • Assist and support in OSG wide events 	
Administrative Support Executive (Admin)	<ul style="list-style-type: none"> • Oversee department website and intranet site, which includes daily maintenance via complex programming coding, compiling and updating of information to ensure accuracy of contents • Promote all events/workshops/talks/seminars through various channels such as websites, Facebook and twitter accounts • Review and revamp the two sites on half yearly basis to ensure its relevancy to internal users and general public • Support ad-hoc design and marketing duties as and when assigned • Provide administrative support through scheduling of meetings, appointments, filing of documents, preparing of meeting materials and taking of meeting minutes • Assist and support in OSG wide events 	
Administrative Support Executive (Service-Learning)	<ul style="list-style-type: none"> • Execute service-learning projects • Track and document students overseas trips • Provide secretariat support for weekly meetings • Process student application forms • Maintain Service-Learning Resource Centre's cleanliness and assist with exhibits display • Assist in any ad-hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Keen interest in service-learning • Proficiency in Microsoft Office especially MS Excel and MS Access, and able to create formulas to manage, track and analyse data
Administrative	<ul style="list-style-type: none"> • Design publicity collaterals for events 	<ul style="list-style-type: none"> • Local Polytechnic

Support Executive (Service-Learning)	<ul style="list-style-type: none"> • Collate and archive documents • Collate budget expenses • Co-lead and assist in logistics support for S-L events and projects as well as OSG wide events • Assist to take minutes at weekly portfolio meeting 	Diploma or equivalent
Administrative Support Executive (Student Wellness)	<ul style="list-style-type: none"> • Assist with administrative duties under Student Assistance Schemes • Assist with Student Care & Services including student report & care, financial assistance, mentor-mentee fund management and network • Assist with events and facilities management for programmes such as wellness campaign, road shows and talks • Assist with Administrative work, updating and documentation of website content as well as designs • Assist in minutes taking at meetings, etc. • Assist in OSG-wide events • Assist in any other ad-hoc duties as required 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent
Administrative Support Executive (Leadership Development / Graduate Services)	<ul style="list-style-type: none"> • Provide logistics and secretariat support for events and meetings • Manage and update School Graduate Engagement Database • Provide administrative support for Club Republic (CR) cards, including data maintenance, issuance, generation of monthly statistics • Provide administrative support for GES Committee • Publicise weekly Jobs updates via Graduates' Portal • Manage enquiries received via OSG mailbox • Work closely with Library staff to follow up with graduates on pending records and loans • Provide editorial and logistics support for various publicity materials including Yearbook, dREam magazine and direct mailers to graduates • Manage Graduate Services' (GS) assets and inventory, assist in physical stock-take of assets and inventory items. • Source prospective vendors and perform procurement of GS merchandises and publicity materials 	
Administrative Support Executive	<ul style="list-style-type: none"> • Source for potential vendors to increase CR merchants, work closely with existing merchants, SW and OHR to form new 	

<p>(Leadership Development / Graduate Services)</p>	<p>collaboration with vendors for Staff, Students and Alumni</p> <ul style="list-style-type: none"> • Perform covering duties and provide assistance to team members for all OSG activities such as administrative and logistics duties, procedures for CR membership, publicity and procurement • Provide marketing and publicity support including managing of School Graduates homepage and School Alumni Fanpage, enhance existing website and page features • Assist in content design, editorial works and distribution of publicity materials • Assist in Student Council programmes and initiatives • Perform role as covering Goods Receipt Officer for LD/GS • Assist in operations and publicity plans related to emergency-preparedness in School e.g. Travel/Temperature Declaration exercises and Screening exercise 	
<p>Administrative Support Executive (Leadership Development/ Graduate Services)</p>	<ul style="list-style-type: none"> • Process National Youth Achievement Award (NYAA) Registrations • Assist in operations and facilities management of Club Rooms • Manage and keep records of CCA Finance • Manage LD Sharepoint, such as updating of CCA calendar, proposals and records in database • Coordinate required processes for issuance of CCA Transcripts • Provide administrative and logistical duties for planning and execution of events 	

Job Scope and Requirements of Administrative Support Executive in Office of Technology Development (OTD)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Provide administrative support for projects • Compile data for monitoring and reporting School-wide performance against KPIs • Provide secretariat support and logistics support for in-house training and technology events • Take minutes for meetings and programmes as required. • Assist with the creation of the annual Technology Yearbook and any other publications produced by OTD • Assist with updating and maintaining of OTD website • Maintain electronic database and hard copies of Research Collaboration Agreements • Assist OTD staff with all jobs related to developing R&D proposals for funding, including review and uploading to funding body portals, as well as assist in on-going grant-management tasks as required. • Any other duties and tasks as assigned/ within candidate's abilities 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • At least 3 years of working experience • Excellent written English ability with the capability to draft, edit and review documents • Competency in Microsoft Email and Office applications including MS Word, Excel, and Powerpoint. • Ability to set up and manage spreadsheets to process data and produce graphic outputs, prepare presentation slides and related materials. • Excellent team player with strong interpersonal and communication skills

Job Scope and Requirements of Administrative Support Executive in Polytechnic Foundation Programme (PFP)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<p>1. To assist the PFP team in day-to day operations and general administrative support which includes:</p> <ul style="list-style-type: none"> • Examination and manpower planning / scheduling • Curriculum and students development activities • Sourcing and liaising with external vendor to procure goods and services • Liaising with students and staff from other departments and external stakeholders • Booking of resources and coordinating of logistics support • Preparing routine reports <p>1. To assist the OAS team in planning of department activities</p>	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Proficiency in Microsoft Excel • Excellent verbal and written communication skills • Meticulousness in work • Some prior experience in programming are preferred

Job Scope and Requirements of Administrative Support Executive in School of Applied Science (SAS)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<p><u>Core job duties</u></p> <ul style="list-style-type: none"> • Provide logistics arrangements, IT and general administrative support for events run by the school • Perform administrative and academic support to ensure smooth management and operations such as management of calendar for scheduling of time-table for education/training programmes • Perform data processing and database maintenance for staff and student-related processes • Provide admin support in updating and maintenance of school intranet and corporate website • Ensure proper order of store inventory and logistical items • Perform role as key liaison point for students and be involved in various student related events • Perform role as point of contact in handling RSVPs for events and contact for vendors • Assist in any other tasks assigned by the department 	<ul style="list-style-type: none"> • Local Polytechnic Diploma or equivalent • Self-starter, strong team player • Ability to pick up new skills and knowledge quickly • Candidate who is meticulous, proactive and has a good learning attitude • Strong administrative and people coordination skills • Strong verbal and written skills (English). • Effective email writing/ minutes taking skills • Proficiency in Microsoft applications such as MS Powerpoint, Word, Excel, Access, SharePoint, preferably with strong data processing skills using MS Excel. • Proficiency in website maintenance (HTML, etc) preferred. • Candidates with some events management experience are preferred.
Administrative Support	<ul style="list-style-type: none"> • Perform reception duties at counter which includes general administrative assistance and 	<ul style="list-style-type: none"> • Same as above but candidates with

Executive	<p>handling of telephone enquiries</p> <ul style="list-style-type: none">• Provide administrative support for updating of school's publicity materials and collaterals, maintenance of data and intranet content• Support the coordination and preparation of correspondence materials and communication to students and departments• Perform data entry and data processing for the school• Provide administrative support for the planning and execution of school events• Perform role as key liaison point for students and be involved in various student related events• Perform role as point of contact in handling RSVPs for events and contact for vendors.• Assist in any other tasks assigned by the department	<p>experience in customer service reception / counter duties are preferred</p>
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Job Scope and Requirements of Administrative Support Executive in School of Engineering (SEG)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none">• Provide administrative and logistical support to school-led activities and events• Assist in publicity and procurement matters• Provide manpower support towards internship and audit documentation• Assist in student-led initiatives and programmes by school club and interest groups• Assist in any other duties as assigned	<ul style="list-style-type: none">• Local Polytechnic Diploma• Proficiency in Microsoft Office applications including MS Word, Excel and PowerPoint• Effective email writing skills• Effective communication skills

Job Scope and Requirements of Administrative Support Executive in School of Hospitality (SOH)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive (Projects)	<ul style="list-style-type: none"> • Take on role as Project coordinator for the construction and renovation of facilities for the School • Maintain general safety, security, access, overall environment and appearance of training facilities including restaurants, kitchens and offices to adhere to requirements by authorities • Keep and maintain accurate records and inventory of assets and systems • Participate in the development of policies and procedures • Upkeep and maintain facilities and equipment • Assist in management of budgets, tender and procurement • Assist in Health, safety and risk management and audits • Assist in any other projects assigned by the school 	<ul style="list-style-type: none"> • Local Polytechnic Diploma • IT savvy and competent in the use of project and common software • At least 3 years of related experience preferably in the hospitality industry
Administrative Support Executive (Industry & Events)	<ul style="list-style-type: none"> • Assist with co-ordination and logistics for student attachments in industry • Assist with the arrangements involved in school events and programmes • Assist in any other ad-hoc administrative duties assigned by the school 	
Administrative Support Executive (Outreach)	<ul style="list-style-type: none"> • Assist with outreach activities especially programmes targeted at secondary schools • Assist with the preparation and arrangements of courses, programmes and activities for secondary schools & ITE students • Assist with alumni activities and building of alumni memberships • Assist with publicity materials, collaterals and social media for the School • Assist in any other ad-hoc duties assigned by the school 	

Administrative Support Executive (Procurement)	<ul style="list-style-type: none">• Perform procurement duties such as sourcing for suppliers and quotations, evaluation, handling POs, deliveries, etc,• Process and document information and records relating to procurement• Monitor and handle period contracts, renewals and utilization• Undertake stock checks, assets and facilities recording and tracking• Undertake ad-hoc assignments as and when required	
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Job Scope and Requirements of Administrative Support Executive in School of Infocomm (SOI)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Coordinate logistic arrangements for events • Design and customise e-brochures, e-mailers and other collaterals • Assist in the writing and collating of articles for e-newsletters and other outreach materials for secondary school students, existing SOI students and alumni • Assist in e-filing of soft-copy documents to eDoc • Coordinate meetings and interviews, take minutes at meetings • Attend to general enquiries made through school's mailbox and hotline • Assist in alumni engagement • Assist in time tabling and scheduling of courses and FYP matters • Maintain and update SOI website and Facebook page • Maintain documentation of work procedures, alumni database, outreach database, industry contacts database, etc. • Assist in developing utility programs to generate reports and facilitate office automation 	<ul style="list-style-type: none"> • Local Polytechnic Diploma • Proficiency in Microsoft Office applications including MS Word, Excel and Email • Web page design and editing skills • Basic Photoshop skills • Basic programming skills such as VBA/ VBScript, Python COMs programming with MS Office

Job Scope and Requirements of Administrative Support Executive in School of Technology for the Arts (STA)

Position	Primary Responsibilities	Prerequisites
Administrative Support Executive	<ul style="list-style-type: none"> • Keep and manage records of school data for institutional knowledge and departmental memory • Update and archive students' records and school's related documents • Archive staff-related documents • Manage and respond to enquiries made via school's mailbox and hotline • Take on other duties and manage any other ad-hoc requests as tasked by the Reporting Officer 	<ul style="list-style-type: none"> • Local Polytechnic Diploma • A minimum of three years' administrative experience, preferably in a related field • Ability to work independently as well as in a team • Ability to work within tight deadlines • Strong IT skills like Microsoft Sharepoint, Access and Excel will be an added advantage.
Administrative Support Executive	<ul style="list-style-type: none"> • Keep and manage records of school data (asset record, procurement and finance-related) for institutional knowledge and departmental memory • Perform role as Goods Receiving Officer • Update school's asset records • Process TRCC (The Republic Cultural Centre) venue bookings requests • Archive students' related documents • Manage and respond to enquiries made via school's mailbox and hotline • Take on other duties as tasked by the Reporting Officer 	
Administrative Support Executive	<ul style="list-style-type: none"> • Keep and manage records of school data (industry related) for institutional knowledge and departmental memory • Perform role as Second Goods Receiving Officer • Updating of school's industry related record • Process Industry related requests • Archive graduates' related documents • Manage and respond to enquiries made via school's mailbox and hotline • Take on other duties as tasked by the Reporting Officer 	