



# National Council of Churches of Singapore Administrative Assistant

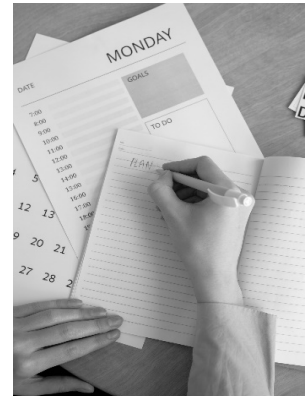
## The Position :

This is a role responsible for carrying out the office administrative and operational requirements of NCCS and providing administrative support to the Council.

We are looking for a Christian who is committed to the ethos of NCCS. The person will be communicating with pastors, church leaders and other community partners.

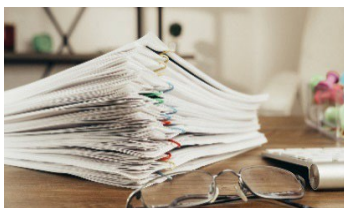
## The work includes :

- Performing and coordinating office administrative activities and supervised by the Admin and Finance Executive.
- Attending to telephone enquiries, arranging meetings, keeping track of meetings and events.
- Communicating politely and professionally in person or via telecommunication.
- Upkeeping the NCCS Website



## You may be suitable, if you are :

- a Singapore citizen or PR
- familiar with the use of office equipment
- proficient in MS Office with knowledge of PowerPoint
- a team player
- prepared to be flexible with working hours, from time to time



## Educational / Training Standards :

- Minimum Diploma, or appropriate significant work experience in this line of work.
- A working knowledge of Mandarin would be an advantage.

## Working conditions :

- Five-day week with flexibility
- Salary will depend on qualifications and experience

## Please send your application to :

Ms Jeannie Cheang  
Admin & Finance Executive, NCCS  
Email: [jeanc@nccs.org.sg](mailto:jeanc@nccs.org.sg)