



Corporate Services Manager

Roles and Responsibilities

This role involves HR management and Financial Reporting as well as supporting corporate governance and ensuring regulatory compliance.

Responsibilities

- Handle HR tasks, including interviews, employment contracts, payroll and insurance.
- Manage budgets, financial reports & policies
- Oversee finance and office admin & maintenance matters.
- Handle compliance reporting to government agencies.
- Coordinate board meetings, and regulatory filings with Corporate Sec.
- Participate in OM Singapore's local outreach activities

Required skills & Core Competencies

- A passion for Christian ministry.
- Ability to work collaboratively in a team
- Good communication and interpersonal skills.
- Familiar with HR laws and regulations.
- Accounting Certification and Proficiency in MS Office Suite
- Possess several years of relevant work experience
- This is a Singapore-based position only open to Singapore Citizens and Permanent Residents

About Us:

Operation Mobilisation (OM) is a faith-based mission agency and nonprofit organisation committed to seeing vibrant communities of Jesus followers among the least reached. In Singapore, we partner with the local Church to mobilise workers and resources for God's mission globally and locally.

Interested, please send your cover letter and resume to: info.sg@om.org



Office Administrator

Roles and Responsibilities

This role involves providing administrative and logistical support for OM Singapore's office functions and external events.

Responsibilities

- Manage correspondence (phone calls, emails, letters, etc)
- Coordinate and upkeep the maintenance of the office including office purchases and contract renewals
- Offer hospitality services (welcome, refreshment, event space setup, etc) for visitors and OM events
- Provide logistical support for external OM events (church meetings, workshops, etc)
- Coordinate team activities and update relevant calendar
- Update and maintain accurate data and records of databases
- Assist in bulk mailing to partners/supporters
- Assist in company compliance to relevant government policies/laws
- Participate in local ministry outreach activities

Required Skills & Core Competencies

- A passion for Christian ministry.
- Ability to work independently and collaboratively in a team.
- Good communication and interpersonal skills
- Proficient in Microsoft Office Suite and Outlook
- Several years of relevant work experience
- This is a Singapore-based position only open to Singapore Citizens and Permanent Residents

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