

Position: Admin Support Assistant – Part-time (East Area)

Responsibilities:

Admin:

1) Set up physical filing system

- Recommend a filing system upon consultation of what is existing at the centre.
- File all documents in file with proper labelling and contents

2) Data Entry via various platform

- Coordinate with staff on how staff can provide the completed documents for data entry
- Scan and saved necessary documents according to requirement
- Passwords management

3) Check Accuracy of past records & correction with comments

- Tally physical records with data entered in various platform and amend where needed with comments.
- Ensure files are not overwritten but saved as revision copy.

Programme related task:

- 1) Logistics and delivery arrangements of donated items
- 2) Calling seniors to remind them of activities/ events
- 3) Distributing reminders/items to seniors via letterbox or door to door
- 4) Assist teammates during activities to encourage and engage seniors to participate
- 5) Any other duties as assigned by supervisor.

Requirements:

- GCE A Level and above
- IT savvy especially in Microsoft Office: Words, Excel, PowerPoint
- Flexible to learn new platform for data entry.
- Possess effective organisational and follow-up skills, paying attention to detail.
- Able to commit for minimum 24 hours per week for at least 6 months
- Openness and willingness to try new experience
- Flexible to accept new task