

### **Admin Executive**

The work of the Girls' Brigade Singapore is made possible by our volunteers and a dedicated staff team. The Admin Executive is vital in keeping our key administrative systems working consistently and up to date with the latest policies and useful technology. You will be involved in:

- The upkeep our volunteer management System, including correspondence and management of workflow.
- Executive correspondence, supporting governance and policy making
- Project administration

### **Responsibilities:**

- Keep Volunteer Management System up to date, administrating workflow for registration, resignation, renewal and long-service Awards.
- Manage business mail correspondence and archiving.
- Support the governance functions of the Organisation, it's Elections and General Meetings.
- Opportunity to craft and manage Executive level comms.
- Preparation of reports and presentation slides
- Keeping up with technology to improve upon work processes.
- Opportunity for research, planning and execution of projects.

### **Requirements:**

- Clear desire to make a difference in the community.
- A Levels / Diploma / Degree, preferably with at least 2 years of relevant experience.
- Excellent writing and minute taking skills in English.
- Able to prioritize and meet deadlines
- Able to work independently and in a team
- Proficient in effective communication through writing and speaking (English).
- Proficient in Microsoft Office suite (Word, Powerpoint, Excel)