

Insworld Institute is a secondary school in Singapore teaching local and international students a British curriculum, adapted to suit the needs of the international learner.

We work only with small class sizes (4-12 students), allowing us to focus the needs of each individual learner.

ADMINISTRATIVE ASSISTANT

Responsibilities :

- Implementing and maintaining effective record keeping (electronic and/or hard copy)
- Photocopying, sorting and storing company documents on data base and/or in hard copy
- Other clerical/administrative duties as and when required
- Managing incoming calls efficiently – prompt response, accurate connections, accurate message-taking when required
- Drafting business letters/emails in accurate Standard English
- Scheduling appointments for Management
- Making travel and other arrangements for Management

Job Requirements

- Educated to at least 'O' level standard
- Excellent spoken and written English
- Ability to work accurately in a busy office environment
- Self-motivated and enthusiastic approach
- Ability to show initiative
- Ability to maintain positive working relationships with all staff

To apply, send a detailed resume with recent photo to : hrm@insworld.edu.sg

(We thank you for your application and regret that only shortlisted candidates will be notified)