

Open Position : **Secretary**

SERIS Department : Administration

Requirements :

- At least a GCE O level with 5 years of experience
- Good computer skills including proficiency in Microsoft office and Visio
- Familiar with the use of SAP system
- Strong communication skills, both verbal and written
- Pleasant personality, team player, conscientious

Job Scope :

- Developing flowcharts for process workflows in administration
- Handle inquiries and processes from a variety of internal and international sources, contact and communication with the related person/department, overlooking responses/follow-ups (if required)
- Travel management (global destinations) for senior management and clients. This includes professional price evaluation, reservations and booking for flights, hotels, transport as well as coordination of travel schedules
- Recording and filing of all administration documents
- Compose, type and distribute minutes, reports and other correspondence, which contains advanced scientific wording
- Overlooking the delivery of forms and reports in accordance with University procedures
- Secretarial support to the Director, Administration

Application Deadline: 15 July 2010

Interested candidates should send their CV to:

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We regret only shortlisted candidates will be notified.

SERIS at National University of Singapore offers a stimulating environment in which we believe you can develop professionally and make valuable contributions. For more info on SERIS, please visit www.seris.sg