



The National University of Singapore Society (NUSS) is the premier graduate club in Singapore with 2 clubhouses and more than 15,000 members. We provide platforms for all to socialise, network and exchange ideas through recreational, academic, political, social and cultural activities. We invite dynamic individuals to join us.

Executive, Chief Executive Officer's Office

Responsibilities:

- Provide administrative support to the Management Committee, Executive Committee and Sub-Committee as assigned
- Plan, organise and prioritise the day-to-day activities.
- Manage the CEO's appointments and meetings' schedule
- Prepare and produce documents (i.e. briefing papers, reports and presentations) for discussions and meetings
- Deal with correspondence, drafting letters or replies, transcribe minutes of Management Committee and Executive Committee meetings
- Collate and ensure timely submission of reports by Head of Departments or staff concerned

Requirements:

- Degree holder from a recognised university or equivalent
- Strong command of English and project management skills
- Analytical, well-organised with the ability to work independently
- Well versed with MS Office Applications

Interested applicants are invited to write-in/email with a detailed resume, indicating current and expected salary, as well as notice period required and a recent photograph to:

**The HR Department
The National University Of Singapore Society
Kent Ridge Guild House
9 Kent Ridge Drive, Singapore 119241
Email: hr@nuss.org.sg**