

Singapore Space & Technology Association

is currently seeking a responsible individual to join us for the following part time role

Job Title: Administration and Finance Executive
Reports to: Executive Director
Date: March 2018
Experience: Min 3 years of experience in related field
Type: Part Time. Students welcomed. S\$11 /hour

Responsibilities

Finance

- Issue and track invoices, receipts and payments (includes working with treasurer to sign cheques and process payments)
- Check and reply to corporate email on enquiries
- Track monthly outstanding payments and debts, and update management
- Assist team to update and finalise project P&L (budget vs expenses)

Grants

- Fill up grant forms, corporate information and figures for submission
- Prepare grant claims, including reports, photos
- Prepare grant submission, receipts, fill up forms, upload into government grant portal
- Keep documentation
- Work with treasurer finance and auditors on grant claims
- Submission of grant, including preparing postage, signing or delivering

Administrative Executive

- Design flyers, electronic mailers for events
- Manage and track registration of events / generate RSVP list
- Manage customer relationship database
 - VVIP List
 - Marketing list

- Partners list
- Assist team and executive committee in government portal management (You will be given Corp Pass user rights)
- Receive, arrange and manage delivery of products / work with vendors to ensure smooth running of events
- Office housekeeping (sorting inventory etc)

Membership Tracking

- Monthly tracking of professional and corporate members
 - Send reminder to renew
 - Chase for payment and update database / information

Leave Management

- Track leave entitlements and process leave application with Secretary
- Apply childcare leave on government portal
- Assist Executive Director to file claims

Requirements

- IT / website savviness is a must
- Needs to be organised, neat and effectively follow directions
- Must be citizen or PR
- must be at least 18 years old, no upper age limit