

## **We are hiring!**

### **Job Opening : SENIOR EXECUTIVE/EXECUTIVE HUMAN RESOURCE & ADMIN**

We are looking for an individual who is passionate in human resource. Our organization is expanding and we're looking for suitable candidates to grow with us. Contact us now and we'll see you at the interview.

#### Scope of Work

The successful candidate shall report to the Director (Corporate Services). You will work closely with the FAST Secretariat to support the core businesses of FAST, including Training and Development, Social Support, Work-life Balance and Human Resource and Administration. The scope of work are as follows:

- a. Human Resource and Administrative Support:
  - i. Facilitate and administer all staff matters including annual leave, medical leave, off-in-lieu and claims.
  - ii. Facilitate and manage applications for FAST's Associate Membership including updating of membership information.
  - iii. Coordinate and manage recruitment of staff including shortlisting of candidates, interviews and appointment of staff.
  - iv. Fabrication and curate FAST Clubhouse Courses' Certificates, Membership Cards, Electronic Direct Mailers (EDMs) and marketing posters for all FAST Major Events and FAST Newslines.
  
- b. Secretarial Support:
  - i. Assist in coordinating weekly staff meetings.
  - ii. Provide secretarial support to Director (Corporate Services) and Assistant Director (Operations) in coordinating the Annual General Meeting, Extra-Ordinary General Meetings, Executive Committee Meetings (EXCO) and Extra-ordinary EXCO Meetings and Establishment Committee meetings.
  - iii. Perform any other administrative and support duties as assigned by the Chief Executive Director and EXCO.

Salary is \$1800 to \$2500  
(Salary commiserates with relevant experience and qualifications)

Full-time

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***Interested applicants may submit your CV to [chingkok@fast.org.sg](mailto:chingkok@fast.org.sg)***