



ST. ANDREW'S AUTISM CENTRE

(A service of St. Andrew's Mission Hospital)

1 Elliot Road
Singapore 458686
www.saac.org.sg
enquiry@saac.org.sg
T: 6517 3800 F: 6517 3801

St. Andrew's Autism Centre (SAAC) is an integrated centre for the education, training, and care of persons with autism and their families.

We operate a special school for children and youths diagnosed with autism from seven to 18 years old, and a Day Activity Centre (DAC) for the adults aged 19 years and beyond with moderate to severe autism.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students and adult clients; to provide behavioural support, life skills training, family support and public education.

SAAC seeks to enable people with autism to lead dignified and meaningful lives.

Ref: SAAC12052017

ADMIN ASSISTANT ST. ANDREW'S AUTISM SCHOOL

JOB DESCRIPTION

- Ensure accurate and timely updates of students' records in database and ensure timely submission of students' data to relevant authorities and agencies
- Responsible for procurement of stationery and equipment for office use and maintain monthly stock count
- Responsible for procurement of refreshments for weekly meetings
- Perform MFA eRegister of students and staff who are going overseas
- Handle students and clients insurance claims
- Responsible for photocopying and distributing of circulars and collating/ collecting of reply slips from students/ teachers/ parents and/or caregivers
- Perform front desk reception and customer service duties such as attending to incoming calls and walk-in visitors
- Any other duties required by supervisor

JOB SPECIFICATIONS

- Candidate must possess at least O Level or equivalent (Pass in English is a must)
- Candidate must be comfortable to work with individual with special needs
- Preferably 2 years' administration work experience
- Conversant with Microsoft Application such as Words, Excel and PowerPoint
- Ability to work independently with minimum supervision
- Strong co-ordination skill
- Good interpersonal skills

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: careers@saac.org.sg.



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All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.