

# **Part-time/Temporary Administrative Assistant**

## **with Pharmaceutical Society of Singapore**

### **JOB DESCRIPTION**

Job Title	Part-time/Temporary Administrative Assistant
Report to	Administrative Executive, Pharmaceutical Society of Singapore
Main Tasks	Assist in clerical duties related to the affairs of the Society Assist all Council members and office bearers in charge of Chapters, Subcommittees, and projects connected with the society

### **Requirements**

1. Minimum GCE O levels
2. Experience: those with past experience working in office administration and operations would be ideal, though not essential
3. Attributes: strong initiative, matured, able to work with minimal supervision, punctual.
4. Skills: basic computer literacy using Microsoft Office softwares, pleasant and task-oriented.
5. Housewife or semi-retired are eligible.

### **Main Duties and Responsibilities**

1. To assist Administrative Executive in all Pharmaceutical Society of Singapore's activities, especially in area of accounting eg. membership status updates & subscriptions, banking, account receivables & accounts payables etc.
2. To handle administrative duties including mailing, communications, telephony queries and surveys/feedbacks etc.
3. To assist and back-up existing staff in special projects, conferences etc. which require additional, but temporary resources.

### **How to Apply:**

Those who are interest please kindly contact Ms. Edira Chong at tel. 622 11136 or email or post your application + resume to:

[edirachong@pss.org.sg](mailto:edirachong@pss.org.sg)

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