

Executive, Business Office

Responsibilities:

- Handle inquiries via phone, emails, text messages, social media, and walk-ins
- Proactively follow up with potential applicants
- Guide applicants in the process of their online application
- Process applications for admissions and payment of admission fees
- Collate data for admissions analysis and approval
- Provide admin support for marketing strategies
- Prepare promotional materials and liaise with internal departments and vendors on the production of digital and print collaterals
- Take photos of college and school events for publicity use
- Liaise with different stakeholders of the website and update information regularly
- Prepare and upload social media posts
- Maintain databases of students, alumni, and external organizations
- Support recruitment efforts during conferences and seminars
- Prepare finance documents for the department's income and expenditure
- Other administrative tasks as assigned

Requirements:

- Diploma in any discipline
- At least 2 years of experience in administrative work, preferably in course administration and/or marketing
- Proficient in Microsoft Office tools
- Possess good interpersonal, organizational and communication skills
- Meticulous and able to work independently
- Able to work well in a team
- Able to work well in fast-paced environment, prioritize tasks and meet deadlines

If you are interested in any of the positions, please complete the TCC Application Form and email it to us with your detailed resume to hr@trinity.sg. Please note that only shortlisted applicants will be contacted. Thank you.