

## Executive, Academic Office

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### Responsibilities:

- Provide administrative assistance in the operations of the Academic Office in TCA College
- Handle matters such as registration, payment of fees, issuance of invoices and receipts, process student sponsorship, etc.
- Provide administrative support to the designated Dean(s) and school(s). Oversee program administration, prepare course logistics, maintain student records, and meeting records

### Requirements:

- Diploma / GCE "A" level
- At least 3 years of relevant working experience
- Proficient in Microsoft Office and familiar with various digital tools such as Zoom, online collaboration tools, etc.
- Good communication and interpersonal skills
- Bilingual in English and Chinese so as to communicate with students for both English and Chinese schools
- Experience in process automation and online application is a plus
- Able to work on staggered hours till 7.30 pm on scheduled days

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