

DYSLEXIA ASSOCIATION OF SINGAPORE

ORGANISATION PROFILE

Join a rapidly growing organisation that has over 300 full time and flexi scheme employees, and operates from 12 centres all over in Singapore!

The Dyslexia Association of Singapore (DAS) provides a continuum of services for children with dyslexia, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

JOB DESCRIPTION

Position	Student Service Associate (Part Time)
Division/Branch	DAS Learning Centres

DAS Student Service Associates play a critical function as they are the main interface with our parents. The Virtual Administration team manages the customer service, facilities management and the management of the learning centres virtually.

- Handling all centre administration matters at Bedok Learning Centre
- Liaison with Feng Shan Primary School on behalf of DAS
- Support the educational therapists, students, parents at Bedok Learning Centre in administration matters
- Supports the virtual management team for incoming telephone calls and enquiries and refers to the team leads / Centre Manager(s) where necessary.
- Supports the virtual management team to provide surveillance support to ensure the safety and security of students and colleagues
- Providing virtual administrative support to various stakeholders while working remotely from Bedok Learning Centre.
- Supports the team in administrative paperwork needed within the work scope of the team's functions.
- Assist to call the parents and schedule the students on the waitlist for all profiling sessions.

COMPETENCIES

Personal Competencies (Core) :

- Interpersonal skills
- Communication skills
- Accountability
- Ability to work well in a team

Technical Competencies (Skills) :

- Microsoft Office

REQUIREMENTS

Education:

- Diploma holders or with proven administrative and virtual assistant are preferred

Experience:

- Candidates with direct relevant experience are welcomed to apply
- Fresh Grads are welcomed to apply

Other Skills & Knowledge:

- Ability to work flexible hours (including weekends)
- Ability to multi-task and adapt to changing work environment
- Familiar with Microsoft Office applications and database software

		<ul style="list-style-type: none"> Proficiency in Mandarin an advantage as we have clients who speak Mandarin only
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WORKING HOURS

Work Schedule: Up to 5 Days a Week

During Term Time:

- Tuesdays to Fridays: 1pm - 6.30pm
- Saturdays: 8.30am - 1pm

During Term Breaks:

- Mondays to Fridays: 12.30pm - 6pm

WORKING LOCATIONS

Successful candidates will be based at Bedok Learning Centre & Toa Payoh Administration Block

SALARY

Successful candidates will be offered a 6-months contract, with an hourly rate of \$12.00, subject to relevant work experience.

LEARNING AND SUPPORT

At the learning centres, on the job training and guidance will be provided. The part time staff will be supervised in their work by the Team Leads in Virtual Management Team

APPLICATION DETAILS

All interested applicants are to submit the following as part of their application

- DAS Employment Application Form, duly completed (form can be downloaded from the Careers page of our website - <https://das.org.sg/careers-at-das/positions-available/>)
- Resume

Email the above submissions to jobs@das.org.sg

Only shortlisted candidates will be contacted.