

RACE Junior Admin (Part-timer), Singapore

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Company: PBA Group

Location: Singapore

Category: arts-design-entertainment-sports-and-media

Job Summary

RACE Academy, a PBA Group company (www.pbarobotics.com), is an independent training academy committed to the education and promotion of robotics, automation and digital manufacturing technologies. RACE provides an experiential platform for grooming deep technology talents.

Given our experience training adults through the SG United Programme, RACE has gone on to establish RACE Juniors in 2022. RACE Junior seeks to groom young minds on computation thinking in a fun, practical environment. It will cover coding and robotics for young learners (Primary and Secondary levels) with STEM activities, tapping on our strong Engineering expertise.

As the Centre Admin, you will be part of an exciting, passionate team and will be primarily responsible for day-to-day front desk receptionist duties. You will provide support to the centre's operations and general administrative work.

Job Responsibilities

1. Assist with the day-to-day services/admin activities of the centre. This includes
 - a. Finance: Assist in the collection of school fees, reconciliation of finances and so on.
 - b. Administrative: Assist in admission procedures, class scheduling and liaison with customers.
 - c. Operations: Assist in inventory planning.
 - d. Others: Maintain proper documentation, administration, filing of invoices/receipts and maintaining the general tidiness and cleanliness of the centre.

2. Function as RACE Junior's ambassador as one of the key contact points with parents and customers regarding RACE Junior programmes, fees, replacement classes etc. This also includes

a. Working with the team to respond to enquiries including telephone calls, walk-ins and so on.

b. Processing student enrolment, class rescheduling and other class admin issues.

3. Administrative duties and any other ad-hoc duties as assigned.

People Requirements

1. Entry level may apply as training will be provided.

2. Proficient in Mandarin & English.

3. Committed, possess self-initiative, is proactive and self-driven to manage tasks assigned.

4. Able to work independently and as a team player.

5. Patient and passionate when dealing with children and their parents.

6. Good interpersonal skills with the ability to coordinate and liaise with parents/trainers.

7. Ability/readiness to work on weekends and weekday evenings in line with the current centre's operating hours

8. Work well in a fast-paced environment.

9. Open to residents of Singapore only.

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