



Disciple Agency
Administration Officer
SGD 2,300 – SGD 2,800

Disciple Agency is looking for an Administration Officer.
Come and Join us in our mission to build the Body of Christ through the promotion and development of the DISCIPLE Bible Study materials and other related programmes.

Key Responsibilities

1. Handles sales, arrange shipment and collection of materials;
2. Monitor stock levels and place orders as needed;
3. Book-keeping and process all payments and claims;
4. Provides administrative support such as data-entry, documentation, updating of materials and logistics for trainings;
5. Answer any enquires pertaining to the standard operation and basic principles in facilitation of DISCIPLE and Companions in Christ.

Skills and Qualifications

- At least 1 to 2 years of working experience.
- Experience in DISCIPLE Bible Study and or CIC will be an added advantage.
- Bilingual (preferably strong in Mandarin), both in speaking and writing;
- Strong in IT support and Proficient in Microsoft Excel, Word, PowerPoint, Chinese Software and OneDrive.
- Proactive and independent with a positive attitude.
- Good interpersonal and communication skills.
- At least a Diploma in Business Administration from an established tertiary institution.
- 'O' or 'A' level may be considered.

Application Process

Interested applicants are invited to write in with detailed CV to Ms Chng Siew Geok at siewgeok.chng@methodist.org.sg. Only shortlisted applicants will be notified.

Closing date: 14 Feb 2023

DISCIPLE Agency, The Methodist Church in Singapore

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