



The Parliament Secretariat provides administrative and support services to the Parliament of Singapore and its Select Committees.

If you are an energetic, highly motivated and independent individual with a positive attitude and commitment, we welcome you to join us as:

EXECUTIVE (Corporate Services)

What the role is

You will be part of the Corporate Services Department that is responsible for the administration, human resource, finance, and procurement functions of the Parliament Secretariat.

What you will be working on

Your core responsibilities will broadly cover the following:

- Ensure proper records management and this includes maintenance of physical and digital records, management of staff access to records and maintenance of the Registry in accordance with Government Instruction Manual
- Assist Chief Records Officer in the digitalisation and disposition of physical file records etc.
- Arrange for courier services for local and overseas mails
- Assist with the gift valuation process including inventory management
- Manage office inventory including timely and effective procurement of goods and services e.g., printing of name cards
- Provide administrative support for the smooth running of parliamentary sittings, committee/delegation meetings etc.
- Coordinate and liaise with other agencies to support parliamentary business
- Participate in agency wide initiatives and projects as and when assigned

What we are looking for

- Good knowledge in MS Office suite of applications
- Possess strong and effective interpersonal and communications skills to engage officers at all levels
- Meticulous with a keen eye for details
- Able to work independently as well as in teams
- Able to multitask and work under tight deadlines
- Applicants with no experience may apply
- Only Singaporeans need apply

Successful candidate will be offered a two-year contract in the first instance. Salary will commensurate with qualifications and experience. Only shortlisted candidates will be notified within 2 weeks after the closing date of this job posting.

Closing date: 29 February 2024

