

Singapore Chinese Dance Theatre Recruitment 2020

Company profile:

Singapore Chinese Dance Theatre (SCDT) is a professional Chinese dance company supported by National Arts Council (NAC) under its Seed Grant Scheme in 2013 and thereafter Major Company Scheme since 2016. With the mission to promote Chinese dance through artistic and creative excellence, SCDT envisions itself to play a vital role in the development of Chinese dance both locally and internationally.

Recruitment position:

1x Administrative Executive

Job Description:

As Administrative Executive, you will assist the Company in the areas of general administration, finance and event management to ensure the smooth operation of the company.

Your key responsibilities include:

- Perform frontline customer service roles, including handle customers' queries and course enrolments;
- Assist in accounting duties, including invoicing, collection of fees, processing of payments and refunds, and ensuring that financial regulations are being complied with;
- Manage student database, including preparing class attendance and disseminate event/course-related information;
- Manage the Company mailing list and assist in marketing matters;
- Assisting in the planning and execution of Company's events, including procurement of goods and services as required by the Company;
- Supporting the review and streamlining of processes for efficient and effective running of the Company.

Requirements

- A team player with good interpersonal, organisation and communication skills;
- Able to communicate in both English and Chinese;
- Able to work on weekends;
- Possess the ability to work well in a dynamic environment;
- Preferably with at least 2 years of prior experience in customer service, finance and/or event management.

Application Details

To apply, please send your resume to Career@scdt.com.sg