

Position: Administrative Supervisor

Location: Singapore

Background

Our client is involved in new technologies and has recently set up in Singapore. The company in Singapore is very small and dedicated and receives support from its foreign head office. The Singapore firm is likely to grow quickly and rapidly and has received good support from the various public and private institutions in Singapore.

The Position

The Admin Supervisor will assist the Directors in building a strong foundation in Singapore.

Ideal Candidate

With a first degree in Engineering, the right candidate will be:

- Comfortable with learning the very basics of the various new technologies the company wishes to develop so as to be productively involved in the various projects.
- Analytical, organized and able to work independently with minimum supervision.
- Confident in researching the various issues that the Directors may require assistance on. Such issues could range from the leasing of office space, finding the right contacts within various public and private institutions, initiating contact and representing the firm in the initial stages, project development etc.
- Timely, concise and accurate when providing the Directors the research findings that will aid them in making the right decisions for the task allocated.
- Comfortable with being an active and assertive contributor, this is not a secretarial position.

This is an ideal opportunity for an individual who may have left the workforce for a few years to build a family and now wishes to return and make a difference within a firm that is a pioneer in the introduction of clean technology within the Asia Pacific region.

Working partially from home and partially from the office is negotiable.

Starting on a part time basis, this role is likely to develop into a full time role in a few months time.

If you have what we are looking for, please email gt@garner.com.sg by 6th April 2010.