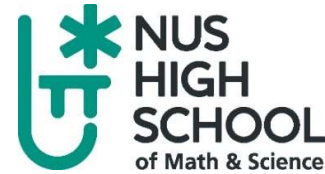


The NUS High School is a specialised school offering a seamless 6-year programme to students between the ages of 12+ and 18 years and who have an aptitude for Mathematics and Science. We invite suitable applicants for the following position.



CORPORATE SERVICE OFFICER/ EXECUTIVE, BOARDING OPERATIONS

Key responsibilities:

You will provide administrative, operational and service support to the Operations Manager and the Boarding School. Key areas include administrative and communication support in attending to external/boarders' queries, carry out data entry and filling, guest room reservation and process billing/ invoices matters. Operational tasks include liaising with term contractors, ensure service standards are being upheld and ensure the Boarding School is well equipped for proper daily operations.

Requirements:

- Minimum GCE "O" level and above
- Have some work experience in customer service and frontline will be advantageous
- Competent in MS Office applications
- Good interpersonal and communication skills
- Meticulous and organised
- Pleasant disposition, reliable and hardworking

Employment Terms:

2-year contract, subject to renewal

Remuneration will be commensurate with qualifications and experience. Interested applicants, please email your detailed resume to hr@highsch.nus.edu.sg by **10 June 2025**.

Only shortlisted candidates will be notified.