

The NUS High School is a specialized 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:

ASSISTANT EXECUTIVE (FINANCE) – 1 year contract

You will be responsible to assist in admin, accounting and procurement functions for day-to-day operations. Willing to learn and need to liaise with different stakeholders.

Requirement:

- Higher Nitec/ LCCI/ Diploma in Accounting or equivalent
- Competent in Microsoft Excel
- Minimum 1 year of working experience preferred
- Able to multi-task and manage time well.
- Detailed and is able to work in a fast-paced work environment.
- Diligent and self-motivated.
- Team player with good communication and interpersonal skills.

Remuneration will be commensurate with qualifications and experience. Interested applicants, please write in or email your detailed resume latest by **16 December 2022** to:

Human Resource
NUS High School of Mathematics and Science
20 Clementi Ave 1
Singapore 129957
Email: hr@highsch.nus.edu.sg

Only shortlisted candidates will be notified.

