

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/PROCUREMENT) – 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
- Knowledge of procurement matters and SAP S4 Hana accounting system will be advantageous
- 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 **15 July 2022** to:

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

*Only shortlisted candidates will be notified.*

