



St. Andrew's Autism Centre (SAAC) is a non-profit organisation for the education, training, and care of persons with autism and their families.

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs two Day Activity Centres (DACs) at Siglap and Sengkang, and St. Andrew's Adult Home (Sengkang), Singapore's first residential facility designed and built to meet the needs of adults of autism.

SAAC seeks to enable people with autism to lead dignified and meaningful lives.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students, clients and residents; to provide behavioural support, life skills training, family support and public education.

**MANAGER, ADMINISTRATION
ST. ANDREW'S AUTISM SCHOOL**

JOB DESCRIPTION

- Preparation and submission of reports with inputs from relevant stakeholders to the relevant agencies. Provide any ad hoc reports required by the relevant agencies.
- Provide administrative support for events and programmes within SAAC. Provide logistical support to any visits by key personnel or VIPs.
- Ensure organisational compliance in the area pertaining to Personal Data Protection Act in accordance with Group guidelines and framework.
- Involved in yearly audits for School and Adult services in SAAC. Involved in the organisation's Internal Audit in the area of Personal Data Protection Act.
- Liaise with key suppliers for the centre, such as the bus and uniform vendors.
- Work with relevant internal departments for administrative matters concerning the beneficiaries (eg. school fees, donation in kind and uniform and transport).
- Work on the annual department budget and keep track of various votes and funding and advise Management accordingly for decision making.
- Secretariat and minute taker for designated internal meetings.
- Liaison party with insurance broker on matters relating to insurance coverage for beneficiaries or facilities.
- Work with facilities department on office space allocation, reconfiguration and renovation works.
- Handle enquires from parents of beneficiaries or external agencies on administrative matters.
- Provide secretarial support to CEO and Principal.
- Undertake other duties as required.



Job Specifications

- Degree in any discipline preferably in Business Admin with at least 2 years of experience in a leading role. Experience in Social Service Sector is preferred.
- Possess strong organizational and supervisory skills
- Possess good communication and interpersonal skills
- Meticulous and Resourceful
- Ability to work in a dynamic work environment
- Passion to work with people with autism

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: evelyn_lo@saac.org.sg.

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.