

JOB DESCRIPTION

Programme Name	Corporate Services
Section	Corporate Services
Reports to	Head, People & Culture
Job Category	Executive
Job Title	Executive, Corporate Support

GENERAL SUMMARY

The Executive, Corporate Support provides administrative support across the organisation, including Board Secretariat, finance administration, and general office operations. This is a part-time role supporting effective governance, finance processes, and the smooth day-to-day functioning of the corporate office, working three days per week.

DUTIES AND RESPONSIBILITIES

1. Corporate Office & Administrative Support

- Serve as the first point of contact for the organisation, managing corporate office phone enquiries, visitors, and general enquiries mailbox, and directing matters to the appropriate teams
- Provide day-to-day office operations support, including procurement of office supplies, groceries, and toiletries for Highpoint and the Corporate Office
- Coordinate logistical support for organisational/corporate activities, including but not limited to monthly and weekly scheduling of facilitators for HCSA Praise/DNA & Devotion sessions respectively, securing venues and meals for retreats, meetings, events etc.
- Support staff welfare and corporate identity initiatives, including ordering and distribution of corporate t-shirts, fruit baskets, and wreaths
- Perform other administrative and operational duties as assigned to support organisational needs

2. HR & Finance Support

Responsible for downloading and compiling approval pages and supporting documents from claims processing system (e.g. BIPO) into PDF format.

- Provide administrative support for learning and development activities, including course registrations and coordination with training providers

- Assist with administrative coordination for organisational insurance matters, including tracking and supporting timely renewal of policies (e.g. Association Liability, Personal Accident etc)

3. Board Secretariat Support

- Provide end-to-end secretariat support to the Board, including calendar coordination, and administrative support for meetings including preparation of agendas, papers, minutes, and follow-up actions
- Provide general logistical support for board members and board meetings including set-up and preparation of meeting rooms, refreshments
- Support AGMs and Board member onboarding, including notices, proxy arrangements, and facilitate access to information on HCSA's knowledge management ecosystem
- Act as the primary liaison between the Board, management, and relevant stakeholders
- Maintain statutory registers, Board resolutions, minutes, and governance records, ensuring confidentiality and proper access controls
- Assist with governance reporting, annual reports, and regulatory submissions, ensuring compliance with statutory and regulatory requirements for charities and social service agencies in Singapore

QUALIFICATIONS

- Diploma or Degree in Business Administration, Corporate Governance, Management or a related discipline, with secretarial or board support experience.
- Candidates with relevant experience in Board, governance, or senior administrative support roles may be considered in lieu of formal qualifications
- Trained or experienced in minute-taking, records management, or board governance
- Familiarity with statutory and governance requirements for charities or social service organisations in Singapore

COMPETENCIES

- Soft Skills: Strong analytical skills, attention to detail, organizational abilities, and problem-solving capabilities.
- Communication: Excellent verbal and written communication skills
- Others: Ability to work independently and as part of a team