

## JOB DESCRIPTION

<b>Programme Name</b>	Corporate Services
<b>Section</b>	Corporate Services
<b>Reports to</b>	Head, People & Culture
<b>Job Category</b>	Executive
<b>Job Title</b>	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 full-time role supporting effective governance, finance processes, and the smooth day-to-day functioning of the corporate office.

### 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).

- Administer and coordinate end-to-end processing of HR-related internal and statutory claims, reimbursements, and submissions, ensuring accuracy and timely payment/recoupment including tracking status and liaising with relevant stakeholders to ensure successful completion. This includes but is not limited to government schemes, internal HR claims and/or payments, insurance claims, leave-related claims and any other future schemes.

### **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