

Assistant Administrative Staff

Duties & Responsibilities

1. Assist the executives of Federation Secretariat on the responsibilities of the assigned by the Honorary Secretary or his designate(s).
2. Assist the executives to attend to queries and provide relevant information with regard to matters related to the Federation via phone, fax and email.
3. Be responsible for the general maintenance of equipments in the Secretariat Office.
4. To receive, record and distribute incoming and outgoing mails to the appropriate personnel.
5. To work closely with Centre Operation Executive and Course Coordinator in coordinating and scheduling of courses offered by the Federation.
6. To assist in maintaining simple accounting records, administering the collection of money paid to the Federation and preparing payments to vendors.
7. To assist the committee and executives in administrative matters with respect to overseas training and competition for the national team.
8. To manage and supervise junior staff(s) or students under attachment, if any.
9. To assist in the management of all SCF Operation Centres efficiently.
10. To be conscientious and meticulous in dealing in all matters, particularly with external parties.