

National Sports Association: Singapore Canoe Federation
OPERATION EXECUTIVE(Full Time & Part-Time)

Due to expansion of operation, the Singapore Canoe Federation is hiring 1 full-time and 1 part-time position with the following responsibilities and skills.

Job Responsibilities

- Manage paddle & operation centre, including handle queries from public over the counter or via email
- Compile weekly report for Management
- Manage, monitor, enforce & educate safety at the operation centre
- Coordinate & organize courses for the Federation

Skills & Qualifications

- Good physical health and condition
- Good communication in English both in written and verbal
- PC literate, proficient in Word, Excel & MS Outlook
- Hold a valid First Aid or/& Life Saving certification & ideally with canoeing personal skill or coaching certification. Someone enjoy working outdoors.
- Highly committed, resourceful and pro-active with organizational and interpersonal skills. Self-driven, result oriented & ability to work under pressure.
- Able to work on weekends and public holidays when there are events.
- Recent graduates may apply.

Interest applicants please send your detailed CV and expected salary (with Photo) please email to: employment@scf.org.sg

Only short-listed will be notified by post or mail.