



Libraries

Senior Executive / Assistant Manager, Corporate Services (Contract)

The SMU Libraries invites dynamic, innovative and service-oriented individuals to apply for the position of Senior Executive / Assistant Manager, Corporate Services.

This contract position performs a wide range of secretarial and administrative support to the University Librarian, provides additional support for the Library leadership team and other teams, within the SMU Libraries, manages a full spectrum of administrative duties such as procurement of non-library material supplies, managing the (Library) assets, SAP & payments, building maintenance issues with Facilities Management, liaising with other departments and schools in a variety of other matters including events.

Responsibilities:

1. PA to the University Librarian and provide additional support to the Library leadership team.
2. General administrative duties such as raising Purchase Orders, verifying invoices, raising petty cash claims, procuring office / pantry supplies
3. Serve as the Event coordinator for events to be held at both Kwa Geok Choo Law and Li Ka Shing Libraries
4. Manage record keeping / filing
5. Provide secretariat support to various Library committees
6. Serve as facility liaison (both the Li Ka Shing Library and the Kwa Geok Choo Law Library):
 - a. ensure fixtures, furniture and equipment in library building(s) are in good working condition
 - b. security management along with Customer Service
 - c. space / facility management / renovations
7. Any other tasks as assigned by the University Librarian

Requirements:

1. Diploma / Basic Degree (preferred) in any discipline
2. 3 years relevant experience
3. Ability to develop and maintain collaborative relations with faculty and staff
4. IT capability with working knowledge of MS office application software
5. Customer service oriented

6. Excellent interpersonal and communication skills (especially written skills)
7. Organised, meticulous and responsible
8. Ability to work positively, productively with diverse agencies in an environment of rapid change
9. Able to work with minimum supervision
10. Demonstrates supervisory skills (preferred)

How to Apply

Interested applicants, please email your resumes with a covering letter to libjob@smu.edu.sg. The covering letter must state the applicants' responses to the selection criteria. Only short-listed candidates will be contacted.