



Shree Lakshminarayan Temple

5 Chander Road, Singapore 219528

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Email: temple@lakshminarayantemple.com

Web: www.lakshminarayantemple.com

JOB VACANCIES

ADMIN EXECUTIVE

Description

The duties and responsibilities are as follows but not limited to:

- Provide secretarial services to the Management Committee.
- Simple book-keeping. Administration of the Temple's petty cash.
- Maintain records and files.
- Fee collection and receipt issuance.
- To perform registration of Pooja and Temple bookings, ensure proper recording of devotees request is done, etc.
- Provide assistance and logistic support to the Temple Priest and Maharaj.
- Liase with devotees and organisations to help publicise Temple activities.

Requirements

- "O"Levels/ Diploma.
- Administrative/ Secretariat experience preferred.
- Male, North Indian 50 years old and above.
- Able to do general administrative works.
- Must be bilingual in Hindi and English.
- Good interpersonal , networking and organising skills.
- Must have the passion to serve the Shree Lakshminarayan Temple Devotee's.
- Extremely self motivated and takes initiative.
- Possess self-discipline.
- PC literate with knowledge in Microsoft Office software.
- Willing to work on split shift working hours.

Interested applicants may send your CV (together with a cover letter) to tiwari@starhub.net.sg or Fax : 62344604 (Private and Confidential).

We regret that only shortlisted candidates will be notified.