

Project Administrator (Building) – Part time

Responsibilities:

- Provide all forms of administrative assistance to the Building Project Team
- Maintain proper filing, record, and accuracy of all documents such as contracts, project drawings, material samples, brochures, and specifications
- Manage procurement, execution, and payment to direct contracts appointed by Trinity
- Organize, coordinate, and participate in meetings with the Building Project Team and external parties
- Prepare and edit minutes for dissemination to relevant parties

Requirements:

- Diploma in relevant field or 'A' Levels qualification
- Able to work 2 days a week
- Able to be stationed at the project site to work

If you are interested in any of the positions, please complete TCC Application Form and email it to us with your detailed resume to hr@trinity.sg. Please note that only shortlisted applicants will be contacted. Thank you.