

## Course Administrator

**We are looking for highly motivated and skills candidates to join us. If you are interested in upskilling and reskilling people, please write to us**

<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Coordinate with the planning division to structure course planners in line with demand sensing and target for different programmes.</li> <li>2. Class confirmation (at least 3 to 5 days before the course date) with minimal (less than 10%) class cancellations.</li> <li>3. Coordination with team leads for the required specific activities to boost course registration in-flow.</li> <li>4. Identifying and building a relationship with prospective customers</li> <li>5. Collaborate with Team Lead to achieve team targets for all programmes</li> <li>6. Achieve set enrolment targets under assigned programme groups</li> <li>7. Achieve excellent customer satisfaction</li> <li>8. Other Business Development, Sales and Admin. related tasks</li> </ol>
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Requirements
<ul style="list-style-type: none"> <li>● Educational level of at least Higher Secondary/Pre-U/A level/College in any field</li> <li>● Proficiency in Microsoft Office in particular MS Word and MS Excel will be essential</li> <li>● Minimum 2 year(s) of working experience in the related field, preferably Executives specializing in Clerical/Administrative Support or equivalent.</li> <li>● Good team player and able to interact well with others</li> <li>● Good command in English (Oral &amp; Written) in order to liaise with attendees</li> <li>● Sales-driven, Good with numbers</li> <li>● Strong written and verbal communication skills</li> <li>● The ability to handle work targets and meet deadlines</li> <li>● Skills in prioritizing and Excellent time management</li> <li>● Attention to detail</li> </ul>

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Kindly send detailed resume to [hr@eduquest.sg](mailto:hr@eduquest.sg) with notice period and expected salary details.