



THE PRESBYTERIAN CHURCH IN SINGAPORE

WE'RE HIRING

EXECUTIVE, ADMINISTRATION & OPERATIONS

Primary Focus: Administrative and Operational Support

KEY RESPONSIBILITIES

- Provide executive, secretarial and administrative support to the Synod office
- Coordinate meetings, events, committee papers, minutes and follow-up actions
- Liaise with member churches, committees, government authorities and partners
- Support governance, compliance, records and the Synod annual calendar
- Assist with co-working space operations, communications, research and data

WHAT WE'RE LOOKING FOR

- Degree or equivalent qualification preferred
- At least 5 years of relevant experience preferred
- Strong organisational, communication and interpersonal skills
- Proficient in English and Chinese, Microsoft Office and related tools
- Proactive, meticulous, discreet and collaborative



HOW TO APPLY

Email admin.manager@presbysing.org.sg with:

- A detailed CV stating your current and expected salaries
- A cover letter explaining why you wish to work for PCS and why you are suitable for the role



APPLICATIONS CLOSE

30 SEPTEMBER 2026

Only shortlisted candidates will be notified for the next stage.