

# Training Administrator (on Contract basis)

## Job Description

- To answer promptly to enquiries via phone calls, emails and walk-ins.
- To plan, organize and co-ordinate curriculum training activity and training administration.
- Perform administrative duties pertaining to student selection and admission.
- Co-ordinate with trainers and other support personnel on administrative activities.
- Ensure all training related materials are ready for delivery of Centre's training programmes.
- Perform quality check on the returned WSQ assessment records and upload the assessment results to relevant authority.
- Monitor Students' attendance and academic progress.
- Input all enrolled students' data to the Data Management System.
- Assist in the preparation of e-learning for courses via Learning Management System.
- Provide student support services such as sending notices or reminders to students via SMS or emails.

## Qualification & Requirements

- Bilingual in English and Mandarin (to converse with Chinese speaking customers).
- Minimum 'O' Level.
- Open to Singaporean to apply only.
- Remuneration will commensurate with experience.

Interested applicants to send CV to  
General Manager  
[elitic@singnet.com.sg](mailto:elitic@singnet.com.sg)

(only shortlisted candidates will be notified for interview)



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