



DPS International School

RECEPTIONIST

Overall Responsibilities

Includes the below but not limited to –

- Handle phone calls and email enquiries on Admissions and other matters.
- Support Admissions team in recruitment of local and international students.
- Provide support to parents' enquiries.
- Manage all letters and correspondence received and route to respective departments.
- Prepare reports for students' attendance and absences on a daily basis.
- Other duties that may be assigned from time to time.

Requirements

- Minimum two (2) years relevant experience in a school environment (preferred).
- Candidate must at least possess Bachelor's degree.
- Proficient in Microsoft office applications
- Good interpersonal and communication skills
- Meticulous, organised and possess good administrative skills.
- Working 5.5 days a week

Basic Salary: \$2400 - \$2800

Singapore Citizen/PR applicants will have an added advantage.