

The NUS High School of Mathematics and Science is a specialized school offering a seamless 6-year programme to students between the ages of 12+ and 18 years and who have an aptitude for Mathematics and Science.

The School is inviting suitable applicants for the following position:

## **PART-TIME ASSISTANT EXECUTIVE (TEMPORARY) (JULY – DECEMBER 2023)**

You will provide administrative support to the Partnership & Internationalization Department and other school events. You will assist in the planning and executing of activities under the P&I programmes such as student exchange programmes; internship, handling publication matters etc and administrative works for school events.

### **Requirements:**

- Good administrative and organizational skills
- Meticulous, pro-active and good team player
- Good in MS Office skills especially MS Excel
- Confident to speak in front of crowds and able to communicate clearly
- Able to do design work is will be an advantage

### **Remuneration:**

\$10/- per hour

### **Working Hours:**

Mon – Fri : 8:30am – 1pm

Interested applicants, please write in or email your detailed resume by **21 July 2023** to:

Human Resource  
NUS High School of Mathematics and Science  
20 Clementi Ave 1  
Singapore 129957  
Email: [hr@highsch.nus.edu.sg](mailto:hr@highsch.nus.edu.sg)



*Only shortlisted candidates will be notified.*