

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. We invite suitable applicants for the below position:

ASSISTANT MANAGER, ADMISSIONS & RECRUITMENT

You will assist Manager (Admissions & Recruitment) to manage the school's admissions and recruitment of local and overseas students.

Key Responsibilities:

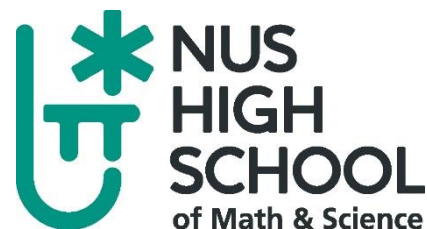
- Charting department directions through leadership and strategic planning
- Managing the shortlisting and selection of candidates, admissions and recruitment of local and overseas students
- Working with internal stakeholders and partners to publicize and reach out to prospective students and their parents
- Planning and implementing programmes and school-wide events to engage prospective students and their parents

Requirements:

- At least 3 years of relevant experience.
- Dynamic and motivated with good organizing abilities
- Excellent interpersonal and communication skills (including written)
- Proficient in Microsoft Excel and management of large data set
- Team player who is also able to work independently to meet tight timelines and achieve goals

Remuneration will be commensurate with qualifications and experience. Interested applicants, please write in or email your detailed resume and a recent passport size photo latest by **16 December 2022** to:

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



We regret that only shortlisted candidates will be notified.