



Project Executive

JOB SUMMARY

The Project Executive will support the Project Manager and team members in organizing and executing various projects. This role involves multi-tasking including administrative support, SOPS development, communication, and documentation management. The ideal candidate is adaptable, detail-oriented, organized, and has excellent communication skills.

ROLE AND RESPONSIBILITIES

- **Administrative Support**
 - Assist in the preparation of project reports, presentations, and other relevant documentation as required.
 - Ensure documentation in SharePoint is updated and disseminated in a timely organized manner
 - Schedule meetings, prepare agendas, and take meeting minutes.
 - Coordinate project activities and ensure all relevant information is up to date.
- **Communication**
 - Serve as a point of contact for project teams and all internal and external stakeholders.
 - Communicate project updates and progress reports to the team.
 - Manage correspondence via emails, phone calls and face-to-face meetings
- **Documentation & Record Keeping**
 - Maintain comprehensive project documentation, plans, and reports.
 - Organize and archive project documents and materials.
 - Update project management databases and tracking tools.
- **Project Coordination**
 - Assist in monitoring project schedules and deadlines.
 - Help manage project budgets and track expenses.
 - Coordinate and support on-site and off-site project activities and events.
- **Problem Solving**
 - Identify potential issues or risks and escalate them to the Project Manager.
 - Assist in developing and implementing solutions to address project challenges
- **Financials**
 - Assist with budget tracking and expense reporting.
 - Ensure that financial records are maintained in an organized manner.
- **General Support**
 - Conduct research as required for project development.
 - Provide general administrative support to project managers and teams.
 - Assist in problem-solving and troubleshooting project issues.
- **Other Assignments**
 - From time to time, any other tasks not listed above are deemed essential for the Company's smooth operation.

REQUIREMENTS

- Minimum Diploma Holder or Degree holder in the related field.
- Min 1-2 years Proven experience as a Project Executive/Assistant in a similar administrative role.
- Positive mindset, team player and high desire for learning.
- Results-oriented self-starter, analytical and innovative.
- Adaptable to a fast-paced work environment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and multi-tasking skills.
- Strong written and verbal communication abilities.
- Ability to work both independently and collaboratively in a team environment.
- Experience with project management software and tools is a plus.
- High level of accuracy and attention to detail.
- Ability to work effectively as a team player and independently.
- Strong problem-solving skills and the ability to think critically and resourcefully.

ADDITIONAL INFO:

- 5 Days work week
- Working Hours: Monday to Thursday 8.30am to 6.00pm, Friday 8.30am to 5.30pm
- Working Location: 4 Pandan Avenue, Singapore 609383