

GERIATRIC EDUCATION & RESEARCH INSTITUTE
JOB DESCRIPTION

JOB TITLE : Executive/Senior Executive

DEPT/SECTION : GERI/Office Administration

STATEMENT OF PURPOSE

Responsible for overseeing the administrative matters of GERI, managing office resources, and providing guidance to staff to ensure efficiency in the overall work environment. Plan, implement and support the institute's day-to-day operational functions.

MAJOR DUTIES AND RESPONSIBILITIES

(A) SPECIFIC (90%)

1. Ensure efficient operation of the institute in alignment with the institute's strategic plans.
2. Ensure optimum utilization of resources.
3. Work closely with all staff on issues relating to workflows and improve work processes.
4. Work closely with other departments to provide all-round efficient administrative support services.
5. Oversee and take responsibility for ensuring that the institute's work environment and premises are safe, conducive, and kept in good order.
6. Organise and run GERI management and staff meetings, including taking and writing minutes of such meetings.
7. Communicate information, announcements, and messages promptly to the wider team (e.g., office organization, building updates, safety measurements).
8. Manage office supplies, printers, and facilities, including purchasing, maintenance, repair, and stocking.
9. Function as a liaison with landlord (YCH), YH Hospital Planning, Facilities Management (FM), Environment Services Dept. (ESD), and Security Department to ensure that the office space is safe and secure, and equipment is well-serviced.
10. Troubleshoot office technical and facilities support. Function as the key liaison with Synapxe and outsourced IT support for staff's computer problems in general.
11. Provide on-site troubleshooting technical assistance during calls, presentations, projects, etc.
12. Review Annual IT Work Plan with GERI's HODs and submit proposed plans and budget to Synapxe for review and consolidation.
13. Review the preliminary YH/NHG's Annual WorkPlan with Synapxe to scrutinize the cost sharing allocated to GERI.
14. Verify IT-related invoices (from Synapxe/AHPL/NHG) on a timely basis, working with Synapxe team staff when needed.

15. Review and ensure staff training and overseas conference applications adhere to NHG HR Travel Policies.
16. Support key research events organised by GERI's internal teams, as well as staff events such as team bonding exercises.
17. Perform the appointed Fire Warden role for the institute.

(B) GENERAL (10%)

1. Provide administrative support as assigned.
2. Assume additional responsibilities as assigned.
3. Support all corporate activities.

JOB REQUIREMENTS

(A) EDUCATION, TRAINING AND EXPERIENCE

- Experience of working in a research-focused environment is a plus
 - Bachelor's degree and recognized professional expertise
 - Minimum 2-3 years' working experience in office management/administration
 - Minimum 2-3 years' working experience in Procurement and IT matters
 - Knowledge of fundamental accounting principles, audit and internal controls
 - Experience with policy review and process improvement
 - Possess sound judgment, decision-making and problem-solving skills
 - Positive attitude, initiative, and keenness to learn
 - Receptive to constructive feedback from users to improve work process
 - Strong analytical, good interpersonal, and communication skills
 - Well organized, accountable with an attention to details
 - Self-driven with strong sense of responsibility and taking pride in work
 - Work autonomously with minimal guidance, with ability to think ahead, anticipate and problem-solve
 - Ability to multi-task under pressure
 - Strong collaborator and team player, skilled in convening people and acting as an effective conduit between different stakeholders, both internal and external
 - Proficiency in commonly used IT work tools (Excel, Word, PowerPoint, TEAMS, SharePoint, One Drive)
 - Essential good listening, conversational and writing (emails, minutes, SOPs, Policies) skills in English are required
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