



Coordinator, Product Design & Development

Responsibilities:

- Provide confidential administrative support for the team, which includes managing the calendar/schedule, handling of telephone communications, and dealing with administrative issues and inquiries when needed
- Serve as a point-of-contact and liaison with inter-department and vendors
- Gather and update data to maintain departmental library and databases and establish files and records for the office
- Monitor and coordinate product development activities and prepare internal report for Management; participates in budget planning when requires
- Performs ad-hoc job related duties and special projects when assigned

Requirements:

- Diploma holder with minimum 1-2 years relevant experience
- Ability to make administrative and procedural decision on sensitive and confidential issues
- Proficient in Microsoft Office
- Strong in organising and administration
- Able to multi-task and work independently

Additional:

- Transport provided at Yew Tee MRT
- 5.5 week (alternate Saturday)

Please submit your detailed resume with a recent photo, current and expected salary to:

hr.admin@tak.com.sg

We regret to inform that only short-listed candidates will be notified.

Office located at: 41 Sungei Kadut Ave Singapore 729665