



## Autism Resource Centre (S)

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The **Autism Resource Centre (Singapore) [ARC (S)]** , [www.autism.org.sg](http://www.autism.org.sg), is one of the most active non-profit organizations in Singapore, dedicated to support individuals with autism and help them lead meaningful lives in society. ARC(S) runs an Early Intervention Unit, Pathlight School, Autism Training and Therapy Services.

In addition, Pathlight School, [www.pathlight.org.sg](http://www.pathlight.org.sg) started by ARC (S) is the first autism-focused school offering a blend of Singapore mainstream academics and life skills training to students with autism and other related learning disorders.

### CLIENT SERVICES EXECUTIVE

We currently have an opening for an **Client Services Executive**.

Your job role will include (but not limited to):-

- **Provision of information to external clients (ie: parents, caregivers, professionals) and external parties (ie: Media, donors, government agencies)**
  - Addressing enquiries from the public on ARC's services
  - Coordinating interviews and public awareness roadshows
  - Statistics reporting to Government Agencies
- **Client Intake operations' support for ARC's services**
  - Process Referrals from Hospitals, Agencies, Private Practitioners.
  - Administer intake assessment process
  - Process subsidy applications
  - Management of school's waitlist and reporting to ministries and agencies
- **Volunteer Coordination**
  - Attend to enquiries on volunteer programs (eg: CIP with schools, individuals)
  - Management of volunteer, welfare or compensations
- **Other Administrative support**
  - Provide logistic support for WECAN training services and other special events as required
  - Provide Front desk reception admin support when needed
  - Provide operational support to Fundraising Chairman and Executive director in fundraising initiatives and events.

It is crucial that you possess:

- At least a Bachelor's degree from a reputable university
- 2 to 3 years of relevant work experience
- Good administrative and customer relational skills
- Good command of verbal and written English
- Good organizational skills with strong detail orientation
- Ability to work in a fast paced, dynamic and challenging work environment
- Strong interest in assisting parents and caregivers
- A genuine desire to serve the special needs community.

If you are qualified and keen to be part of a life-transforming team, please email your detailed Resume to Ms Esther Sim at [arc\\_recruit@autism.org.sg](mailto:arc_recruit@autism.org.sg)

We apologise that only shortlisted candidates will be notified and this position is open to Singaporeans and Permanent Residents only.

**Autism Resource Centre (Singapore)**

No. 5 Ang Mo Kio Avenue 10, Singapore 569739, Tel: 6323 3258, Fax: 6323 1974, website: [www.autism.org.sg](http://www.autism.org.sg)