



## PATHLIGHT SCHOOL

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.

### **RETAIL ASSISTANT (Contract position)**

Pathlight Mall is a retail shop operating in the premises of Pathlight School. It is opened to students and the public selling autism related resources, learning aids, including products designed by students.

Due to our expanding operations, we now have an opening for a **Retail Assistant**.

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

- **Merchandise Retail**
  - Cashiering and customer service during opening hours of the retail shop
  - Inventory tracking, Stock taking and sales reporting on daily basis
  - Replenishing of products
  - Setup of booth and conducting sales during selected in-house and external events
- **Design Studio**
  - Admin Support to Design Studio Creative Team
  - Keep track of student royalties and accounting of merchandise sales
- **Resource Library**
  - Relief Librarian when necessary
  - Purchase of reference material for Resource Library per consultants' requests
- **General Administration**
  - Provide operations support for smooth running of general office matters, including backup for Front Desk Reception
  - Provide admin support beyond office hours for special events
  - Assist the Enterprise Executive in any other job related responsibilities.

It is crucial that you possess:

- At least a diploma and 1 year relevant work experience
- Ability to work independently as well as within a team
- A desire to serve customers and conduct sales
- Good organizational skills with strong detail orientation
- Ability to work in a fast paced, dynamic and challenging work environment
- 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)**

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