



Autism Resource Centre (S)

The **Autism Resource Centre (Singapore) [ARC (S)]** , 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 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.

Training Executive

Due to our rapid expansion to train more parents and teachers in the field of autism intervention, we have a vacancy for a Training Executive in our Autism Intervention, Training & Consultancy Unit (AITC).

Your responsibilities will include (but not limited to):-

- **Coordinate and prepare for training programs organized by AITC**
 - Prepare and consolidate list of participants for each training event
 - Liaise with various sponsoring bodies, schools, participants, trainers, etc.
 - Preparation of invoices, claims and approvals to various bodies.
 - Preparation of event marketing through flyers, website posting and email blitzs.
- **Secretarial support to trainers**
 - Editing of course outlines and handout materials
 - Tabulation and release of results to trainees attending certification courses
 - Training event preparation
- **Website and training calendar updates and maintenance**
- **General Administration** (Eg: Facilities Booking, Facilitation of training duties, Video taking and cataloging, Preparation and submission of Trainer's expense claims, etc)

It is crucial that you possess:

- Relevant educational qualifications and administrative work experience
- Good skills in writing and communicating in English and Mandarin
- Ability to work independently as well as within a team
- A pro-active approach to problem solving
- Good organization 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

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