

JOB DESCRIPTION



About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd (CHARIS) is the umbrella body for overseas humanitarian aid and disaster relief efforts of the Archdiocese of Singapore. CHARIS is a member of Caritas Internationalis, and collaborates with Caritas Organisations, CHARIS member organisations, and the local and overseas Catholic communities to bring hope to the poor and needy.

Position: Admin Executive (Full-Time / Part-Time)

We are currently seeking a dynamic and detail-oriented individual to join the CHARIS secretariat team as an Admin Executive staff. This role will encompass a variety of administrative tasks crucial to CHARIS activities.

This position is expected to commence anytime from 1 December 2025 to 31 May 2026 (6 months, with the possibility of extension upon mutual agreement.

Key Responsibilities

1. Assist in organizing and executing events and activities, including sourcing of volunteers and helping with publicity.
2. Facilitating communication and collaboration among volunteers, parishes and other Catholic organisations.
3. Assist in communications and marketing related activities such as collateral preparation and distribution.
4. Consolidating post-event data for management reporting and after-action reviews.
5. Undertaking any other administrative support work as assigned by the Executive Director.

Requirements

- Proficient in Microsoft Word, Excel, and PowerPoint.
- Independent self-motivator with initiative.
- Meticulous, detailed and task oriented.
- Must be flexible to work occasional evenings and weekends, with compensation provided through off-in-lieu for equivalent hours.
- Passion for humanitarian work, and commitment to work in charity organisation.

Contact Us

Please submit your CV, including last drawn salary and expected salary, to hr@charis-singapore.org, latest by **30 November 2025**. In your application, please indicate your availability (

Only short-listed candidates will be notified.

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For more information about CHARIS, please visit our website below.