

Job Advertisement

1. Accounts cum Administration Executive- MCI

Role:

Reporting to the Office Administrator, the Accounts cum Administration Executive will be responsible for management of the daily office operations, information technology, human resources, finance, facilities, and supporting the needs of the various Ministries. He or she will support the Office Administrator in improving processes and policies, managing administrative staff, and leading long term organizational planning for administrative effectiveness.

2. Accounts cum Administration Assistant

Reporting to the Office Administrator, the Accounts cum Admin Assistant is primarily responsible for maintaining the financial records and providing administration support for the daily running of the Church Office and smooth flow of ministries at MCI .

Please send your resumes or enquiries to chrisgoh@mci.org.sg. You can also post your resume to: Methodist Church of the Incarnation, 31 Teck Whye Lane, Singapore 688798.

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