

The Tsao Foundation strives to help older persons realise opportunities in longevity by being a catalyst for constructive systemic and mindset change. This mission is undertaken through four synergistic core initiatives:

- **Community for Successful Ageing (ComSA)** takes a community-wide approach to forge an integrated system of comprehensive programmes and services with the aim to promote health and wellbeing over the life course, and to enable ageing in place.
- **Hua Mei Centre for Successful Ageing** which enables ageing-in-place by pioneering replicable, community-based, integrated health and psychosocial age care service models grounded in person-centred principles
- **Hua Mei Training Academy**, dedicated to capacity building in professional community-based age care, informal and family caregiving, as well as personal development and community action in successful ageing through providing practitioner-driven training, education and consultancy services
- **International Longevity Centre Singapore** which supports policy, practice, advocacy and community development through initiating high impact research and collaborative platforms in population ageing issues and related action

Established in 1993, the Tsao Foundation is a Singapore-registered charity with IPCs (Institutions of a Public Character) and engaged in the global response to longevity.

## **Administration & Facilities Manager**

Reporting to the Finance Director, you are responsible for overseeing the reception operations, maintaining office facilities to ensure the work premises is well kept, running efficiently and complying with workplace safety and health procedures and processes. Your job will also include IT support and risk management.

### **Main Responsibilities**

- Develop and implement office policies and procedures;
- Provide administrative and logistics support, including maintaining of office assets and inventory;
- Procurement of all common office supplies and equipment;
- Administer the renewal of maintenance and insurance contracts, purchasing of fixed assets and renovation of the premises;
- Identify, negotiate and manage supplier, contractors and vendors relationships;
- Supervise and provide guidance to the office receptionist and facilities assistant, including performance review where appropriate;
- Oversee and ensure compliance with all regulatory, licensing, safety and environment requirements such as evacuation procedures, emergency preparedness and be a key member of the Workplace Safety and Health team;
- Work as liaison person between users and IT vendors;
- Basic troubleshooting of computer issues, including managing employees' email accounts and keeping of incident reports;
- Ensure appropriate and legal use of soft wares;
- Review and update of the Business Continuity Plan (BCP), working in conjunction with the BCP team;
- Undertake any ad-hoc duties as assigned by the Finance director.

## **Requirements:**

### **Qualifications**

- A recognized tertiary education in any discipline;

### **Experience**

- Prior experience in leadership and people management is essential;
- Knowledge of facilities management and general administration is required;
- Familiar with procurement procedures, managing vendors & suppliers and contracts negotiation;
- IT savvy and proficient in Ms Office Suite and able to do basic computer troubleshooting and pick up new IT skills fast;
- Understanding of business continuity principles is an added advantage

### **Other Skills**

- Independent and prepared to work in a fast paced environment
- Diplomatic and handle difficult situations with tact
- A team player who can interact with different levels of people and across different functions
- Positive with excellent interpersonal skills
- Resourceful, hands-on and able to multi-task
- Willingness to work beyond contractual hours when needed

Interested applicants, please email your resume, current and expected salaries to:  
[hr@tsaofoundation.org](mailto:hr@tsaofoundation.org)

We regret that only shortlisted candidates will be notified.