



Civil Service Club is the home club for the Public Service Officers and organizing body of many Public Service activities and the STAR Games, a series of competitive sports played annually, by representatives from the different Ministries and Statutory Boards. The Club also offers an array of facilities, activities and the preferred venue for events for our members, the Public Service agencies and Private Corporations. Today, Civil Service Club, is more than just sports and fitness, it is synonymous to one's lifestyles, hobbies, and interests, where individuals and families could come together for unanimous fun and quality time!

The new Changi Clubhouse re-opened in Oct 2014. Positioned as a seaside resort, this new Clubhouse offers premium accommodation by the sea, alongside with a 20 lanes bowling center, KTV, and gourmet F&B for different palates. If you have what it takes to be part of our dynamic team, we want you!

CLUBHOUSE EXECUTIVE

(Location : near Changi Village)

As a Clubhouse Executive in our new Changi Clubhouse, you will report to our Manager, Changi Clubhouse.

What you'll be doing:

- Assist the Manager in the daily operations and administrative work of the Clubhouse to ensure the smooth operations of the Clubhouse.
- Handle enquiries (walk-in/phone) and assist in operations and administration of the Front Office.
- Co-ordinate activities and corporate events in the Clubhouse.
- Overnight duty officer when required.

We want you, if you have/are:

- Minimum Nitec with at least 1 years of working experience in Customer Service.
- Good communication and interpersonal skills.
- A cheerful personality and willing to go "extra mile" for customers.
- A mindset to work independently, be resourceful and self-motivated.
- Proactive with good learning attitude.
- Able to work on weekends and Public Holidays.
- A Singapore citizen OR Permanent Resident.

Starting salary will commensurate with qualifications and relevant work experience. We regret that only shortlisted candidates will be notified.

Interested applicants please send an email to "careers@csc.sg" with your resume, a recent photo, last drawn and expected salary.