

# NOW LIVING!



	Enrolment Officer
	Full-time
	Registration Department
	QI Campus
	10 December 2024
	21 December 2024

To provide necessary secretarial and administrative support in administering the functions related to admission and enrolment

Manager, Admissions - Registrations

Maintain enrolment data every semester in accordance with the relevant policies and procedures of the college

Inform students to complete enrolment every semester

4. Preparation of Registered list required by partner institutions

Prepare the Registered List, Consolidated Lists and Billing Lists in accordance with the requirements of the partner university

5. Update student records

Prepare student files and maintain student records

Update student records in the SMS in accordance with the enrolment variation timeline

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- O Level 3 pass or Certificate level 4
  - Experience in a related field would be an added advantage

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- A level / Diploma

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- Proficient knowledge and Skills in use of Microsoft Excel
  - Proficient knowledge and skills in use of Microsoft Word
  - Effective communication skills