



Inclusive society. Enabled lives.

SG Enable is an agency dedicated to enabling persons with disabilities. We assist persons with disabilities and their caregivers/families to live more enriching and independent lives through empowering them via timely access to information and referral services, grants and support schemes, as well as enhancing their employability and employment opportunities. We also engage the community, stakeholders and public to bring about changes for persons with disabilities to become integral members of an inclusive society.

We are looking for energetic and dynamic individual to join us in this journey as:

Executive, Employment Services

OVERALL JOB RESPONSIBILITY

You will work directly with employers, our partners and our clients who are persons with disabilities to identify suitable employment opportunities. You will also work with various external partners to facilitate sustainable inclusive hiring practices

DUTIES & RESPONSIBILITIES

- Work with persons with disabilities (PWDs) to identify and refer them to suitable services with our partner agencies, internal departments or directly to employers for job placement
- Work with external agencies / touchpoints to coordinate and resolve enquiries
- Use internal client management service system to maintain database and refer clients
- Follow up or distribute incoming correspondence, including faxes and email to respective divisions and ensure timely resolution
- Manage inbound and outbound calls, walk-in and reply to email enquiries including referrals from Members of Parliament, feedback and complaints
- Responsible for scheduling of meeting and minutes taking
- Participate and support events when required e.g. Preparation of materials, Career Fair
- Maintain and ensure accuracy of data, compile and prepare statistics / reports
- Identify employers' hiring needs and support them in the hiring process
- Any other duties assigned by supervisor

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Diploma holder or equivalent
- At least 2 years of similar work experience
- Able to work under pressure
- Resourceful, independent and enjoys interacting with people
- Strong written and spoken communication and interpersonal skills
- Required computer skills: Outlook, MS Word, Excel, Powerpoint
- Fresh graduates are welcome to apply

We regret that only shortlisted candidates will be informed. Please state in your detailed resume:

- 1) Current and expected salaries and annual package
- 2) Reason for leaving current employment (if applicable)