

Project Executive

Responsibilities:

- Provide administrative assistance to the Business Analyst to help understand the Church's ministry policies and needs, and facilitate the implementation of technical solutions to meet the Church's requirements
- Support the Business Analyst to gather, document and analyze requirements for the project
- Support the Business Analyst to conduct User Acceptance Testing and in all other project needs

Requirements:

- Degree in relevant field
- Relevant working experience in general administration is a plus
- Proficient in Microsoft Office
- Strong administrative skills and an eye for details

If you are interested in any of the positions, please complete TCC Application Form and email it to us with your detailed resume to hr@trinity.sg. Please note that only shortlisted applicants will be contacted. Thank you.