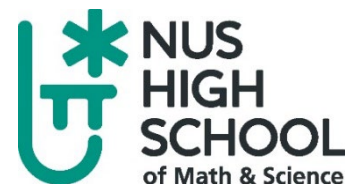


The NUS High School is a specialised school offering a seamless 6-year programme to students between the ages of 12+ and 18 years and who have an aptitude for Mathematics and Science. We invite suitable applicants for the following position.



## **EXECUTIVE, BOARDING**

### **Key responsibilities:**

- You will provide administrative, operational and service support to the operation manager.
- Assist in building repair and improvement work
- Inspection of infrastructure to identify building defects and liaise with vendors and contractors to rectify these defects
- Manage maintenance issues and attend to request/feedback
- Manage operation matters including facilities, landscaping, pest control and security services
- Monitor vendors'/contractors' activity, site progress, schedule and safety on site
- Assist in planning and ensuring that students & store are moved to temporary holding area/rooms and back in accordance to plan schedules
- Help with any other operational issues in the boarding school

### **Requirements:**

- Minimum Diploma in Facilities/Building Management Diploma or equivalent
- Have some work experience in property management
- Competent in MS Office applications
- Good interpersonal and communication skills
- Meticulous and organized
- Pleasant disposition, reliable and hard working

### **Employment Terms:**

1-year contract

Remuneration will be commensurate with qualifications and experience. Interested applicants, please email your detailed resume to [hr@highsch.nus.edu.sg](mailto:hr@highsch.nus.edu.sg) by **05 June 2026**.

*Only shortlisted candidates will be notified.*