

## Administrative/Operations Executive

### Description

DM NDT, a leading I.R.M. services company in the Marine, Oil and Gas and Petrochemical industries and part of DM Group Services, is currently looking for **Administrative / Operations Executive** to join their team on a full time basis.

### JOB RESPONSIBILITIES

- Handle the preparation, submission, and follow-up of quotations to clients.
- Manage the registration process for vendors, ensuring compliance with company and industry standards.
- Oversee the technician database, ensuring it is up-to-date and accurate.
- Organize and manage training courses for staff, including scheduling, registration, and certification tracking.
- Coordinate the scheduling, maintenance, and records for company lorries and other vehicles.
- Oversee dormitory assignments, maintenance, and compliance with housing standards.
- Handle all aspects of WP/SP applications, renewals, and compliance.
- Accurately record, distribute, and follow up on minutes from key meetings.
- Monitor and manage the renewal process for contracts and agreements, ensuring timely submissions and negotiations.

### Qualifications (must-haves/essentials in bold)

- **Proficiency in Microsoft Office, Excel, Word, PowerPoint**
- **Good written and spoken English**
- **Min. N/O Level or equivalent (suitable for fresh graduates)**
- Detail-oriented, strong organizational skills, possess a basic understanding of accounting principles, and be familiar with HR processes.
- Preferably those able to start work immediately or within short notice.

### Job Benefits

- Opportunity to start a new career
- Opportunity to expand capabilities and gain experience in a niche industry
- Opportunities for further training and great career advancements
- Varied and challenging projects and work scope

### Contacts

Please forward a copy of your CV and any relevant certifications to [jobs@dmgroupservices.com](mailto:jobs@dmgroupservices.com)

### Hiring organization

DMNDT Pte. Ltd.

### Employment Type

Full-time

### Industry

Onshore / Offshore / Shipyards / Petrochemical / Maritime

### Job Location

Singapore

### Date posted

13 August 2024