

Sr Executive/Asst Manager, Department of Geography

The Department of Geography is currently seeking a Sr Executive/ Asst Manager. The position will support in the following areas:

Department's journal *Singapore Journal of Tropical Geography*

- Administer online manuscript (Scholar One) submission and review system
- Assist editors with journal-related duties
- Liaise with editorial board, authors and publishers
- Prepare documentation and write minutes for editorial board meetings
- Administer awards, scholarships and graduate conferences funded by the Journal
- Organise workshops and events supported by the Journal

Administrative duties

- Provide administrative support to Head of Department (HOD). This will include scheduling appointments and maintaining HOD's calendar, coordinating travel arrangements, reimbursements & accommodation for HOD as well as visitors / external parties from international research institutions and universities.
- Manage all HOD's communications to staff, higher management and external parties.
- Assist the Senior Manager in HR matters
- Minute writer for Departmental and management meetings
- Undertake any ad-hoc duties assigned by Senior Manager and HOD
- Participate in Department events

Requirements

- Recognised university degree
- Relevant work experience in academic publishing preferred
- Knowledge and experience in copy-editing and light editing is a necessary asset
- Experience operating an online editorial management system (e.g. ScholarOne Manuscripts) will be an advantage
- Proficient in MS Office applications
- Excellent communication (oral and written) skills
- Organised and able to work well under pressure and with tight deadlines
- Team player with good problem-solving and critical-thinking skills
- Possess initiative and positive attitude and the ability to relate well with all levels of staff and students

Please send your full CV and names of three referees to:

Ms Wong Lai Wa

Email: geowlw@nus.edu.sg

Closing date: **15 Dec 2016**