



# SSVP Ltd.

Affiliate of  
Society of St Vincent de Paul  
(National Council of Singapore)

Job Overview	
Designation:	Operations and Administration Manager
Reports To:	General Manager, SSVP, SSVP Ltd

Job Summary
The Operations and Administration Manager will be reporting directly to the General Manager. This position shall be accountable for day-to-day operations and administration of the Society of St. Vincent de Paul (National Council of Singapore), as well as for the various programs under SSVP Ltd; ensuring effective management of resources, processes, and systems to support the mission and programs.

Job Description
<ol style="list-style-type: none"><li><b>1. Administrative Management</b><ul style="list-style-type: none"><li>Manage and maintain administrative systems, processes, and policies to achieve efficiency and productivity.</li></ul></li><li><b>2. Office Management</b><ul style="list-style-type: none"><li>Oversee assets management, including office and warehouse facilities operations, coordinating renovation and construction projects. Ensuring safe, secure, and efficient environments across all SSVP-owned and leased properties and all legal entities.</li><li>Manage procurement in compliance with related policies and local legal regulations.</li></ul></li><li><b>3. SSVP Ltd Programs</b><ul style="list-style-type: none"><li>Assist the General Manager and the respective committees in overseeing all programs under SSVP Ltd.</li><li>Work closely with the various stakeholders in the planning, budgeting, and execution of assigned tasks to achieve successful completion of each program.</li><li>Manage the procurement, tender evaluations, quotations, and contract administration relating to each program. Liaise with appointed suppliers on deliveries, and follow-up on any actions required.</li><li>Manage the full cycle of each program from start to end, including volunteers' management.</li></ul></li><li><b>4. Project Co-ordination</b><ul style="list-style-type: none"><li>Oversee new and/or adhoc projects and track progress towards project objectives.</li><li>Provide support to committees and working groups on annual/special/adhoc projects/events.</li></ul></li><li><b>5. Compliance and Risk Management</b><ul style="list-style-type: none"><li>Ensure compliance with regulatory requirements, data protection, and risk management in line with internal and external regulatory policies.</li></ul></li><li><b>6. Support to National Council and SSVP Ltd</b></li></ol>



## SSVP Ltd.

Affiliate of  
Society of St Vincent de Paul  
(National Council of Singapore)

### Job Description

- Support the National Council (NC) and SSVP Ltd, and their various Executive Committees on where support is required.

### Qualifications and Experience

- At least 3-years of experience in operations and administration management or a related field.
- Proven leadership and management skills.
- Excellent organisational, communication and problem-solving skills.
- Ability to work independently and as part of a team.
- Able to multi-task and work with multiple stakeholders.
- Strong attention to detail and analytical skills
- Familiarity with non-profit operations and volunteer management (desirable).
- Proficient in computing skills; Microsoft Word, Excel, Powerpoint, etc.
- Ability to work on weekday evenings and on weekends (with appropriate compensatory time/day-off).