



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

Operations Analyst

The incumbent will oversee the Costing Department, Store and Receiving, and work closely with the F&B Operations and Finance Teams. He/she will also be required to work on business cases and give analytical support to assist the Senior Management in decision making.

Job Responsibilities include, but are not limited to:

- Handles the daily operations and monthly reports for other departments (such as sales listings, wine reports, graphs, etc.)
- Assists the Finance Director in management reporting, consolidating the Club's budget
- Prepares special on-request reports (eg. demographics statistics, such as Members' spending patterns, new Members' entrance and projections, etc.) from internal given data sources
- In charge of ad hoc requests by the Management and/or Committees for various data mining

Attributes:

- Able to foster teamwork, and work cordially with peers and others
- Work well in a fast-paced environment
- Mature, meticulous, strong interpersonal skills, confident, approachable, patient with excellent communication skills

Requirements:

- A relevant Degree and/or professional qualifications
- At least 3 years of working experience in a similar capacity

If you are looking for a challenging and rewarding career, please submit your detailed resume, including your present and expected salary, and contact number to:

The Human Resource Department
The Tanglin Club
5 Stevens Road
Singapore 257814

Email: financerecruit@tanglin-club.org.sg