



Founded in 1865, the Tanglin Club is Singapore's leading private members' club with members from more than 60 countries. The Club offers a diverse range of social and sporting amenities in the exclusive Claymore district, along with reciprocal partnerships with over 130 outstanding private members' clubs throughout the world. The Club is also listed in the Top 100 of the Platinum City Clubs of the World 2022-23, which represents the finest clubs in the world that demonstrate excellence in all aspects of their operations. We are now looking for an individual to be part of our Team:

Senior / Library Executive

Your Job Responsibilities include, but are not limited to:

- Meeting Minutes taking
- DVD Section Sub-Committee
- Prepare reports prior to meetings.
- Book list for meetings and collate members' and committee's book suggestions in Excel
- Collaboration with Club Marketing Team - Email Blast and NewsBites.
- Monthly DVD promotion example Director's Cut, Actor or Actress choice etc.
- Ensure DVD Section Members' email addresses are updated in iMAIL.
- Submission of DVDs purchased from Amazon to MDA for clarification and ratings.
- Cataloging DVDs into library
- DVD shopping – purchase with DVD Committee for new DVDs in local stores.
- Change newspapers/magazines.
- Check in and check out books and DVDs at the Library counter
- Assist Members to use Self-Check machine to check out books
- Assist with ongoing DVD culling exercise
- Verify and seek clearance of newly purchased DVDs
- Reply to overdues, renewals and reservations via email

Required Qualifications & Experience:

- Minimum Diploma and above.
- Minimum 2 years of work experience in a similar capacity.
- Able to work rotating shifts, on weekends and public holidays.
- Respectful team player who works cordially with peers and others.
- Self-driven to manage tasks assigned.
- Work well in a fast-paced environment.

Interested applicants, kindly submit a comprehensive resume with your notice period and expected salary to:

tcrecruit@tanglin-club.org.sg

Employability Partner: NTUC's e2i (Employment and Employability Institute)