



Kwong Wai Shiu Hospital is a charitable organisation established to provide healthcare services to the needy in Singapore regardless of race, language or religion. Our vision is to be a leading community healthcare hub in Singapore.

We provide a continuum of care ranging from in-patient, rehabilitation therapy and Traditional Chinese Medicine services. We invite dynamic individual to join us as:

OFFICER, CORPORATE & COMMUNITY RELATIONS (FUNDRAISING)

Responsibilities

- Co-ordinate fundraising projects such as Deities and Lunar 7th month celebration
- Assists in fundraising events
- Taking charge of inventory and store
- Handle public enquiries for donors /sponsors, donation in kinds and community projects.
- Assist in Administration duties

Requirement

- Minimum Diploma in any related fields
- At least 1 year of relevant exposure in handling fundraising activities in a charity organisation
- Meticulous and organised
- Possess strong interpersonal, presentation n communication skills.
- Good computer skill

Interested applicants, please email your resume to:

The Human Resource Manager
Kwong Wai Shiu Hospital
705 Serangoon Road
Singapore 328127
Email: HR_Dept@kwsh.org.sg