

## **High Performance and Operations Executive**

### **Job Details**

#### **High Performance**

- To assist HPM in the implementation of SDBA's MYSP on an ongoing basis
- Prepare annual operating reports, annual applications for financial grants and other documents as required to Sport Singapore, SNOC, NYSI, MCCY
- Provide administrative and operational support for all daily matters related to High Performance Program
- Communication with other water activity stakeholders where required
- Manage High Performance equipment matters
- To assist HPM in the delivery and management of Singapore Sports Institute (SSI) services to spexCarding athletes where possible
- To assist HPM in the delivery and management of Singapore Sports & Exercise Medicine Centre (SSMC) to spexCarding athletes where possible
- Assume role of Team Manager for overseas training and competitions

#### **Operations**

- Support the Operations Manager in day-to-day operations and administrative tasks.
- Coordinate the reservation of dragon boats for affiliates, schools, and other organizations.
- Upon confirmation of bookings: Assign trainers and steersmen for scheduled sessions.
- Manage schedules and ensure efficient allocation of resources.
- Communicate directly with various stakeholders, including Sport Singapore (SportSG) water space stakeholders (e.g., Duck Tours, SCG, City Tours), Authorities (PUB, URA, SLA), SDBA Members, and race/course participants.
- Assist affiliates in obtaining PUB vessel permits (for boat renewal or new applications).
- Address inquiries and concerns from stakeholders promptly and professionally.
- Maintain accurate records of bookings, assignments, and operational data.
- Provide support in the preparation and logistics of races or events as required.
- Perform ad hoc duties as requested by the Operations Manager.

#### **Job Requirements**

- Diploma or equivalent
- Prior experience in High-Performance and Operations role
- Passionate about High Performance Sport and comfortable in high work pressure environment while able to manage Operations scope of work
- Proficient in Microsoft Excel
- Good with oral/written communication in English
- Good interpersonal and communication skills
- Able to travel
- Good team player who is resourceful, adaptable and able to perform task under assigned timelines
- Able to work independently and responsibly without close supervision