

GENERAL ADMIN OFFICE
ADMIN SUPPORT & FACILITIES SECTION
OFFICER DUTIES



CHUA Suat Bee, Lilian

Senior Clerical Officer
 S2.1-B2-20
 Tel: 6790 4731

- Chair's office Asset Management



TAN May Ser, Serene

Higher Clerical Officer
 S2.1-B2-20
 Tel: 6790 4229

- International Calling Card (for Appointment Holders only)
- Maintenance of Equipments and Facilities
- Security Access Matter
- Stationery



Geetha Neelamekan

Clerical Officer
 S2.1-B2-20
 Tel: 6790 5368

- Printing and Photocopier Services
- Local Conference Applications (Acad)
- Petty Cash



TEO Mei Ling

Clerical Officer
 S2.1-B2-20
 Tel: 6790 5367

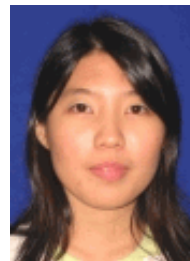
- Printing of Name Cards for Full-time Academic Staff



Loke Ursula

Clerical Officer
 S2.1-B2-20
 Tel: 6790 5367

- Mail operations
- Stationery



YEO Kai Jun, Serene

Clerical Officer
 S2.1-B2-20
 Tel: 6790 5368

- Meeting Room Keys
- Room Matters (include Staff Offices, Meeting Rooms and Executive Seminar Room)