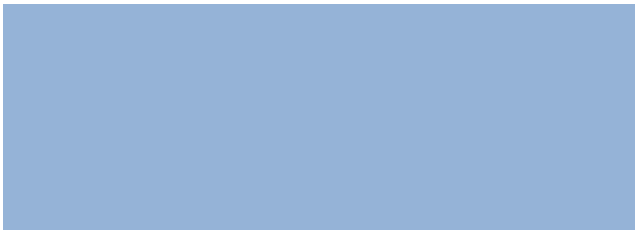


	Administrative Officer, Record-keeping
	Full-time
	Registration Department
	QI Campus
	14 November 2024
	23 November 2024



To provide necessary secretarial and administrative support in administering the functions related to admission and enrollment.

Manager, Admissions



Student file/record-keeping

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Preparing program commencement forms and sent to MQA

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