



**Nullspace Robotics Pte Ltd**  
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## CENTRE MANAGER POSITION

### About Us

Founded in 2008, Nullspace is a leading robotics training agency in Singapore, providing quality training and consultation services for Singapore schools and educational institutions. We have also expanded our operations to include a state-of-the-art private learning establishment - Nullspace Centre for Robotics Learning (C4RL), located at Buona Vista (C4RL-WEST), Siglap (C4RL-EAST), and Kuala Lumpur, Malaysia (C4RL-DESA).

An industry leader in technology education, Nullspace has achieved the following milestones:

- Appointed by **Infocomm Media Development Authority of Singapore (IMDA)** as
  - [Code for Fun Enrichment Programme](#) vendor
  - [Digital Maker Programme](#) community training vendor
  - [IMDA PIXEL Labs](#) training provider
- Nominated by the **International Robot Olympiad Committee (IROC)** to be the exclusive National Partner of Singapore from 2014 to 2018.
- Appointed **People's Association** Private Operator to conduct programmes in Community Centres across Singapore.

For more information, our websites can be found at:

Nullspace: [www.nullspacegroup.com](http://www.nullspacegroup.com)

Nullspace C4RL: <https://sg.nullspacegroup.com/centre-for-robotics-learning/>

Nullspace Robotics: <https://sg.nullspacegroup.com/nullspace-robotics/>

### Role – Centre Manager

As Nullspace's Centre Manager, you are our first point of contact with prospective C4RL customers. Your duties include engaging with walk-in customers, answering phone and email enquiries pertaining to C4RL classes. You will provide excellent customer service.

- Answer phone queries and direct issues to relevant personnel for follow up
- Handle any C4RL related email queries
- Schedule and confirm course appointment and registration
- Meet course enrolment target set by Management
- Maintain proper book-keeping of student and payment records
- Assist and support class teaching and off-site events from time to time

## Qualifications

Applicant must be able to work in a dynamic and fast-paced environment and should enjoy customer service.

- Minimum diploma in any discipline
- 1-3 years of working experience in communications or administrative support roles
- IT savvy and experienced in Microsoft Excel
- Must have excellent organizational skills and meticulous attention to detail
- Must possess a pleasant personality, excellent communication and interpersonal skills
- Excellent command of both spoken and written English
- Proficiency in spoken Mandarin to support Chinese speaking customers