

WELCOME TO



INTERESTED IN BEING A FULL-TIME MEMBER OF OUR TEAM? FIND OUT MORE BELOW!



WHO ARE WE?

Founded in 2017, **MindFlex Education Pte. Ltd.** has grown to become Singapore's most established and **#1 Education Agency.**

We are focused on bringing the best value to our clients while building an **enjoyable & vibrant** office culture.

At its core, MindFlex is a company that cares deeply about its personnel. We boast a supportive and family-like environment with values such as **work-life balance** and **no overtime culture.**

The work we do is **meaningful** as we strive to make a **positive change** to every child's education & future.

Join Us Today!

on a journey of **personal growth**
and **professional development!**



What to expect as a: **TUITION COORDINATOR**

Psst...
Did you know
that every 15
minutes, a child
in Singapore
starts tuition with
a MindFlex tutor?

JOB SCOPE



- Handle the **Day-To-Day Business Operations** of Singapore's #1 & Largest Education Agency
- Attend to interested clients via Form Orders, Calls, WhatsApp, etc. (**No cold-calling!**)
- Help parents to **better understand** their child's educational needs & provide them advice based on our expertise
- Assist clients in **shortlisting & recommending** the best tutor profiles available based on their requested criteria
- **Coordinate & arrange** the starting date & lesson schedule for clients and tutors
- **Create & send** confirmation notes, invoices, lesson reminders to clients & tutors
- Follow-up with any necessary **administrative support** & after-sales service
- Weekly **casual brainstorm** & check-in sessions with management team & colleagues
- Learn to use our **custom-made company software** which is focused on automation
- Assist in onboarding & **managing interns** who will be under your care
- Fun ad-hoc administrative duties such as **planning company activities**, managing company's pantry orders & more!



SALARY & COMPANY BENEFITS

The base salary for this position starts from **\$2,800-\$3,100/month** with consistent, additional monthly bonuses from **\$200-\$800/month** depending on the team & individual's performance.

We conduct an **annual salary review** to ensure that everyone has a clear salary progression path! Our company aims to increase our employee's pay by at least **5-15%** on a yearly basis.

If we identify leadership potential, our management positions' base salaries range from **\$3,800-\$4,000/month**.

Full-Time employees enjoy full leave benefits like Annual Leave (**14 Days**), Public Holiday and Sick Leave. We also have a "flexible scheduling" policy in place for our staff! (See FAQs).



WORKING HOURS AND LOCATION

Working hours are 5 days a week, from **9.00am-6.30pm**, with a **1 hour lunch break** in between. Employees can choose to have either schedule - **4 Weekdays & 1 Weekend**, OR **3 Weekdays & 2 Weekends**.

Working days will be fixed, but can be of your choosing & mutually agreed with the company before onboarding!

Our office is at **Sin Ming Lane, Midview City** - conveniently located at the doorstep of **Brighthill MRT Station** (Thomson-East Coast Line). It is also accessible by nearby Upper Thomson / Marymount / Bishan MRT stations.

Psst...

Did you know that MindFlex has a community Spotify and the playlist of the day is contributed by everyone in the office?

Anyone can be the DJ of the day!

CULTURE & ENVIRONMENT



We are a very **close-knit team** of 20-30 enthusiastic individuals. Casual working attire is allowed and we boast a relaxed and enjoyable company culture!

Our team is **cohesive and aligned** with our Core Values: **Integrity, Accountability, Teamwork, Growth & Respect** and we embrace the Work Hard, Play Hard mentality.

The office also equipped with facilities like a “MindFlex Spa Room”, Pool Table, Karaoke Set, PlayStation 5, Automated Mahjong Table, and board games for our team members to use!

Company welfare includes **unlimited snacks/drinks** (the spread is left completely up to your choice!), and a **monthly welfare budget** on anything at all really - e.g. new entertainment equipment for office usage, or to organise team cohesions, also again self-initiated by our team members!

WHAT ARE THE JOB REQUIREMENTS?



Fret not, no prior experience is needed! All we ask is that you possess the crucial necessary soft skills and **can commit for a minimum of 1 year.**

Since employees work closely with each other, applicants should be **friendly, passionate, and a reliable team player.** They should also have good organisation, administrative and most importantly, **good communication skills** (both written and verbal English).

Responsibility, politeness, and a good work ethic are also must-haves in the education services industry.

Lastly, they should have decent **typing speed and computer skills**, since they will be working mostly with MindFlex's software.

FAQs

Fun Fact:
Did you know that company-sponsored Bubble-Tea breaks are by far the most popular tea-time activity at MindFlex?

WHAT COMPANY ACTIVITIES CAN I LOOK FORWARD TO?

Some fun company-bonding activities we have done include: board-games, karaoke, mahjong, USS day-trips, movies, bowling, on top of all our yummy food expeditions!

CAN I REALLY WEAR WHAT I WANT TO WORK?

Yes! As we are not customer-facing, we work in a very relaxed setting. We believe that comfort is key to productivity, so feel free to come dressed in any casual apparel that showcases YOU!

HOW DOES "FLEXIBLE SCHEDULING" WORK?

Instead of using up your Annual Leave quota, our "Flexible-Scheduling" policy allows ad-hoc swopping of off-days between Full-Time colleagues, as long as mutually agreed!

WHEN AM I ELIGIBLE TO RECEIVE MONTHLY BONUSES IF ANY?

Once you have a complete and confident grasp of the company's processes and are contributing fairly to the team! This might take 2-3 months to achieve, depending on the individual.

WILL I BE USING MY OWN PHONE OR WILL A COMPANY PHONE BE PROVIDED?

All communication with clients and tutors will be carried out over phones provided by the company. They are to be left in the office at the end of each day (no overtime), to ensure that you have the work-life balance you deserve !

IS THIS A COMMISSION-BASED JOB?

It is NOT! We have heard of other agencies in the market who operate on a commission-based model or charge a database subscription fee. Fret not, this is a PROPER Full-Time Job with a guaranteed monthly pay, with a PROPER office and PROPER teammates to work with :)

AM I ELIGIBLE IF I'VE COME FROM A NON-EDUCATIONAL INDUSTRY?

Yes, we welcome all individuals from all industry backgrounds, even those without any former working experience! Full training and guidance will be provided during onboarding, so all we ask is for a positive mindset and a strong willingness to learn!

WILL I EXPECT A MORE INDIVIDUAL OR TEAM WORKING STYLE?

We would describe the working approach to be a team-based one, but individual efforts definitely do count! One can expect to be working closely with colleagues on a daily basis. We stress importance in extending support to each other and ensuring a healthy environment for all to work in :)

Join us now & experience these benefits for yourself!

HEAR WHAT OUR EMPLOYEES HAVE TO SAY!

The workplace culture is **friendly** and highly enjoyable. Though I did not have any experience when I first joined, the mentorship and guidance of the full-timers allowed me to **build my skills** at a **reasonable pace**. I'm also able to maintain a good **work-life balance** as the management is very **understanding and compassionate** to its employees!

DANIELLE CHUA, 22

I really like the **flexibility** of being able to organise outings with my colleagues after work to unwind. The pantry is also **well-stocked** with a good selection of snacks, making work much more enjoyable. My fellow colleagues are easy to work with and made me **feel very welcome**. Lastly, I also like the **open culture** here: weekly discussions are held and anyone can share their suggestions to improve the work process, which are taken seriously by management.

JOEY GOH, 26

The work environment is **relaxed** as employees are allowed to dress casually. Newcomers are also **properly trained** by **patient** seniors, so no worries if you lack experience! The bosses are **lenient and understanding**, and make sure to provide many leisure amenities available for team bonding or solo stress relief. They are also **caring, receptive to feedback**, and **generous with incentives** to keep morales high!

JEANNETTE WEE, 28

The **no-overtime** rule is strongly enforced, which is a big plus. Work arrangement is **flexible** and bosses are very **understanding** if we need to change out off days! MindFlex also hosts lunch outings as part of **team bonding initiatives**. There is **clear career & salary progression** as reviews are conducted annually. My colleagues are also **friendly and reliable teammates** who make work very enjoyable!

JASMINE NG, 27

CHECK OUT OUR OFFICE!



*Experience the thrill of
your favorite movie
series up close!*

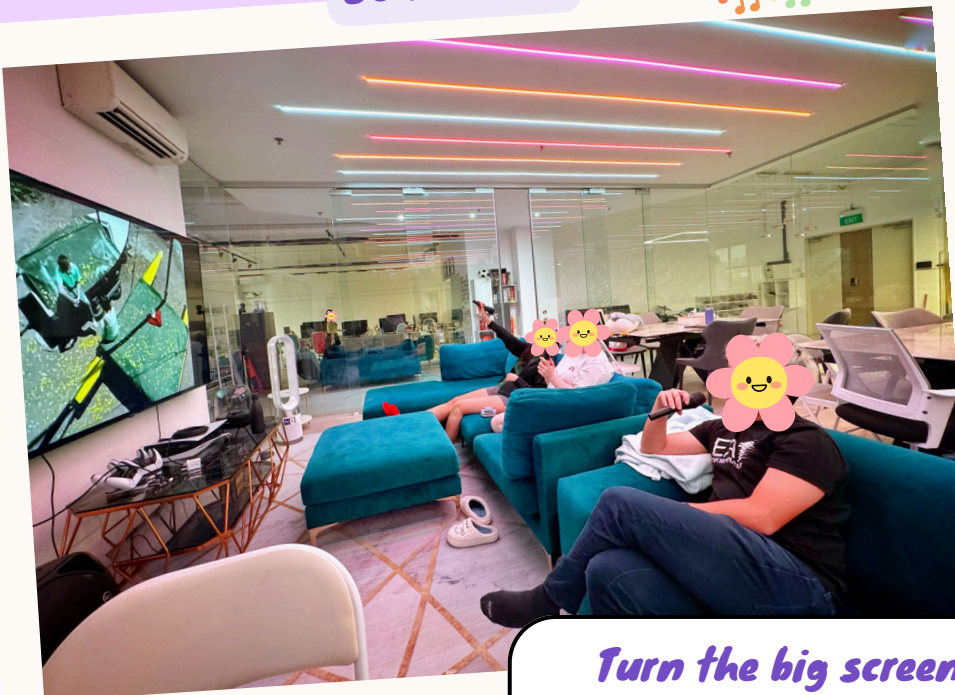
**LOUNGE
&
DINING
AREA**



*Kick back, relax, and enjoy the
show with friends during lunch!*



86 inch TV!

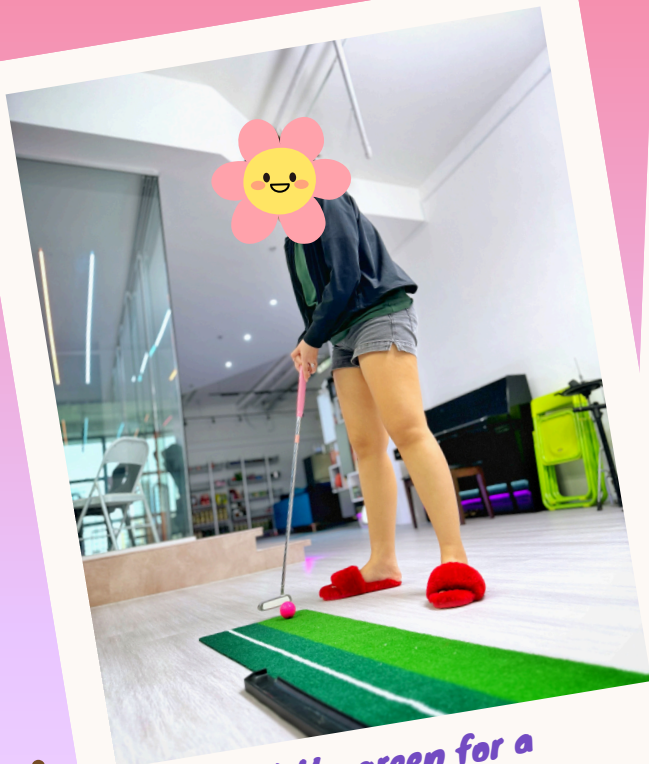


*Turn the big screen into your
karaoke playground and sing away!*

LEISURE AREA



*Unleash your inner
maestro on the piano!*



*Hit the green for a
hole lot of fun!*



*Sharpen your shots and
have a blast!*



*Cue up some fun with a
game of pool!*



BOARD GAMES



Game time! Choose your favorite and let the excitement unfold!



Lunch break? Perfect time for food, friends, and a lively card game!



Every hand is filled with laughter and good times!



SPA ROOM

*Enjoy customizable
massages and soothing
aromatherapy with our
massage chair!*



*Take a relaxation break during
lunch —this chair's got your back!*



*Unwind and catch up in the
coziest spot in the office!*



*Pantry snacks are a team effort—
chosen by our employees' requests!*

PANTRY



*Sweeten up with our
icy treats!*



*The pantry's always brimming
with goodies each month!*



Snacks are up for grabs!



Cheers!

*Sip, sip, hooray!
Refresh with our
cold drinks!*





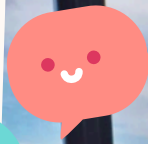
*Burn your
calories gained
from lunch!*



*Turn up the energy and
hit your fitness stride!*



CHILL & FITNESS HAVEN



*Sip coffee, spill the
tea, and soak up the
view!*





**WHAT ARE
YOU
WAITING
FOR?**

SEND YOUR CV TO
mindflex.recruitment@gmail.com

***BE PART OF
OUR AWESOME TEAM TODAY!***