

Operations Lead (Research Assistant)

SLING, the Singapore Lipidomics Incubator at the National University of Singapore (NUS), invites applications from qualified candidates for the position of an Operations Lead (Research Assistant). This is an exciting opportunity to help drive the translation of mass spectrometry technologies into clinical applications, in a partnership between NUS, Agilent Technologies and National University Hospital (NUH). More information can be found here <https://sling.sg/nusagilenthub/nus-agilent-hub-for-translation-and-capture/>

Job description

The successful candidate will provide overall management support to the program director, lead scientists and other staff, to help ensure the successful delivery of all program objectives. We are looking for a highly organized person with the ability to work on a variety of tasks and projects simultaneously with minimal supervision. Effective communication with stakeholders from industry, funding agencies, academic researchers and administrative executives is of utmost importance. We offer a vibrant, multidisciplinary research environment with top-class research facilities. A friendly atmosphere and collaborations between different departments at NUS, NUH and with international institutions. You would closely work with a team of scientific members to meet the responsibilities detailed below.

Key responsibilities

- Responsible for all operational, logistical and administrative aspects of the NUS-Agilent Hub for Translation & Capture
- Coordinate efforts between NUS, Agilent and NUH to ensure on-time project completion
- Tracking of deliverables and milestones, ensuring that all reporting requirements are met
- Highlight and resolve issues and challenges related to the Hub together with the principal investigators and executive committee
- Prepare yearly progress reports for submission and follow up with any queries thereafter
- Perform procurement for the Hub; including high value equipment, in-kind/donation equipment contribution from Agilent and consumables
- Perform grant variations and quarterly fund requisitions according to researchers' needs
- Prepare agenda and chair quarterly executive committee meetings and half-yearly steering committee meetings

Qualifications

- BSc or MSc degree in clinical or life sciences
- Ability to prioritize duties, pay keen attention to details and communicate effectively
- At least 3 years' experience in project management experience
- Prior experience in managing multiparty programs and cross-functional teams is considered a strong advantage

How to apply

Informal enquiries are welcome. Submit your application including CV, names and contact information of 2-3 references to anne.bendt@nus.edu.sg

This position will be available with immediate effect.