

**Project Officer (Engineering/Science)
Nanyang Technological University**

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Downloaded On: May. 13, 2024 10:30am

Posted Feb. 5, 2024, set to expire Jun. 6, 2024

Job Title	Project Officer (Engineering/Science)
Department	NTI-NTU Corporate Laboratory
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Feb. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Engineering - Other
Job Website	https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Project-Officer--Engineering-Science-_R00016089
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Job Description	

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NTI-NTU Corporate Laboratory is a collaboration between Nanofilm Technologies International Limited ("Nanofilm", "NTI"), Nanyang Technological University ("NTU") and supported by Singapore under RIE2025. The Laboratory's objective is to propel Innovation and Technologies commercialisation through NTU's innovation and NTI's deep technology. NTI-NTU Corporate Laboratory aligns with Singapore's RIE2025 handbook – which emphasises the nation's commitment to research and innovation, aiming to drive economic growth and address national challenges

The NTI-NTU Corporate Laboratory is looking for a highly motivated and experienced candidate to join us as Project Officer to oversee the daily operations and laboratory facilities. This role demands a combination of strong organizational skills, technical expertise, and a comprehensive understanding of both laboratory and office management to support our team's research and development initiatives.

Key responsibilities:

- Coordinate research project together with Corp Lab project management officers and monitor research project report schedule
- Research meeting arrangement with project PIs and researchers
- Basic daily administration support
- Provide efficient support to centre management
- Manage Corp Lab front desking
- Track stock and purchase of Corp Lab office supplies
- Provide support in onboarding and offboarding of new staff/student hires or departure.
- Support logistics arrangements for daily operations, events and activities

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Job Requirements:

- Bachelor's degree in a scientific, engineering, or related field with previous experience for office and laboratory operation.
- Understanding of basic research laboratory operations and principles.
- Proficiency in relevant office software, eg, Microsoft Office, laboratory information systems and tools.
- Effective communication and interpersonal skills, capable of maintaining robust working relationships.
- Added Advantage: Experience working in research institutes or a university environment, demonstrating familiarity with the specific operational, regulatory, and audit/compliance aspects of these settings.

We regret that only shortlisted candidates will be notified.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore