

**Project Officer (Executive Administration)  
Nanyang Technological University**

Direct Link: <https://www.AcademicKeys.com/r?job=230359>

Downloaded On: May. 11, 2024 1:03am

Posted Feb. 8, 2024, set to expire Jun. 9, 2024

<b>Job Title</b>	Project Officer (Executive Administration)
<b>Department</b>	School of Electrical & Electronic Engineering
<b>Institution</b>	Nanyang Technological University Singapore, , Singapore
<b>Date Posted</b>	Feb. 8, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available Immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Engineering - Other
<b>Job Website</b>	<a href="https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Project-Officer--Executive-Administration-_R00016137">https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Project-Officer--Executive-Administration-_R00016137</a>
<b>Apply Online Here</b>	<a href="https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Project-Officer--Executive-Administration-_R00016137">https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Project-Officer--Executive-Administration-_R00016137</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The School of Electrical & Electronic Engineering (EEE) invites applications for the position of Project Officer.

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The Project Officer will provide support to i-Lab in various areas, including equipment procurement, personnel management, website maintenance, and media outreach. The successful candidate will receive a 1-year contract with the possibility of long-term renewal.

**Key Responsibilities:**

- Facilitating equipment procurement, personnel recruitment and onboarding, and travel arrangements.
- Overseeing the management of research accounts.
- Maintaining and updating the laboratory website and LinkedIn page.
- Conducting English proofreading of scientific documents to ensure accuracy and clarity.
- Providing general administrative support, such as organizing meetings, managing correspondence, and assisting with other ad hoc tasks as required, to contribute to the smooth functioning of i-Lab operations and foster a collaborative and efficient work environment.

**Job Requirements:**

- Minimum Bachelor's degree in Engineering or Science
- Excellent social and teamwork skills
- Strong organizational skills
- Excellent writing skills and proficiency in English
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Previous administrative experience is advantageous

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** Eunice  
School of Electrical & Electronic Engineering  
Nanyang Technological University  
Singapore  
Singapore