



シンガポールの求人なら  
JAC Recruitment Singapore

## CR/095711 | Project Coordinator

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1554758

**Industry**

Healthcare, Nursing

**Job Type**

Contract

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

August 12th, 2025 10:40

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### COMPANY OVERVIEW

My client is a leading public sector research and development entity based in Southeast Asia, focused on advancing science and technology to drive economic growth and societal well-being. It operates as a bridge between academic institutions and industry, fostering innovation through collaborative partnerships across both public and private sectors.

#### JOB RESPONSIBILITIES

- Support venture building managers in coordinating with councils, entrepreneur partners, CROs, PIs/Scientists, and internal teams to develop comprehensive research project documentation, including proposals, budgets, schedules, and plans.
- Facilitate the onboarding of essential project resources such as CROs, consultants, and advisors to ensure timely support for project execution.

- Monitor project progress through mid-term reviews and closure activities, ensuring accurate and timely updates are entered into the electronic portal in collaboration with relevant departments and stakeholders.
- Assist in project governance by gathering metrics, compiling status reports, and participating in regular meetings with project teams.
- Manage administrative tasks including the preparation of service contracts, generation of claims, processing of invoices and purchase orders, and compilation of project reports and other documentation.
- Maintain organized records to support payment claims, including invoices, purchase orders, service contracts, project activities, and management approvals.

#### JOB REQUIREMENTS

- Adept at managing multiple priorities with strong time management and organizational skills, ensuring smooth project execution.
- Holds a Diploma in Engineering, Science, or a related field, with a solid foundation in technical and research concepts.
- Skilled in using Microsoft Excel, PowerPoint, Word, and Adobe Acrobat, and open to learning new enterprise software tools.
- Brings over 6 years of experience in coordinating research projects, handling administrative tasks, and supporting grant-related activities.
- Proven ability to build and maintain effective relationships with internal teams and external stakeholders through clear communication and collaboration.
- Experience in research environments and familiarity with grant management processes are highly advantageous.

Working Location: Singapore

Tey Tai Nian (Jerric) (R1552289)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

---

#### Company Description