



CR/095711 | Project Coordinator

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

求人ID

1554758

業種

福祉・介護

雇用形態

契約

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年09月23日 05:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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>

会社説明