



## 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08月12日 10:40

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 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, Pls/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

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会社説明