

Job Title : **Executive, Administration**

Business Entity : Advanced Cell Therapy and Research Institute, Singapore (ACTRIS)

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together six national R&D, clinical translation and service programmes to advance clinical research and innovation for Singapore, and establish important capabilities for a future-ready healthcare system.

The Business Entities under CRIS include:

- [Singapore Clinical Research Institute](#) (SCRI)
- [National Health Innovation Centre](#) (NHIC)
- [Advanced Cell Therapy and Research Institute, Singapore](#) (ACTRIS)
- [Precision Health Research, Singapore](#) (PRECISE)
- [Singapore Translational Cancer Consortium](#) (STCC)
- [Cardiovascular Disease National Collaborative Enterprise](#) (CADENCE)

Together, CRIS makes a positive difference to Singapore patients and researchers by ensuring that these clinical research platforms and programmes are at the cutting edge of capability development and innovation. If you are as passionate as we are in clinical trials and research, we want you!

About ACTRIS

The Advanced Cell Therapy and Research Institute, Singapore (ACTRIS) was established to meet the increasing clinical demand of using cellular therapeutics to treat various life-threatening diseases. ACTRIS' vision is to be the national and regional Centre of Excellence to facilitate discovery, process development and manufacturing of cellular-based therapeutics across the broad spectrum of immunotherapy and regenerative medicine, encompassing both investigational and approval products for the local market. We also provide value-added services such as workforce training, regulatory facilitation and ancillary material standardization, pertaining to delivery of cellular therapy to patients.

ACTRIS is a research program of Clinical Research and Innovation, Singapore (CRIS) that was established with goal of strengthening synergies and developing strategies for national-level clinical research and translational programmes that are under the stewardship of the Ministry of Health. CRIS is a subsidiary of the Ministry of Health Holdings (MOHH).

What you will be working on

(A) GENERAL

The Executive, Administration will support the administrative operations of relevant departments within ACTRIS with the following activities:

1. Coordinates/schedules meetings and all necessary follow up activities.
2. Assist in documentation related activities for business contracts; presentations; finances; and quality management system.
3. Provide administrative support to enable procurement of office supplies and any other related items.

4. Provide support in carrying out necessary staff welfare related activities in coordination with relevant team members.
5. Provide support in implementing necessary events and outreach activities.

What we are looking for

(B) EDUCATION, TRAINING

Diploma or Bachelor's degree in biomedical sciences, business administration or any other related fields. Entry-level candidates are welcome to apply

(C) ATTRIBUTES

1. Relevant work experience of 2 – 3 years will be an added advantage.
2. Proficiency in Microsoft Office and other related software such as Adobe Acrobat, etc.
3. Excellent communication skills.
4. A team player with good time management, interpersonal and communication skills.

What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to career@cris.sg with the subject **Application for Executive, Administration (ACTRIS)**. We regret that only shortlisted candidates will be contacted. For more information about CRIS and the Business Entities, visit our websites below:

- CRIS – <https://www.cris.sg>
- SCRI – <https://www.scri.edu.sg>
- NHIC – <https://www.nhic.sg>
- ACTRIS – <https://www.actris.sg>
- PRECISE – <https://www.npm.sg>
- STCC – <https://www.stcc.sg>
- CADENCE – <https://www.cris.sg/our-programmes/cadence/>