

**Job Title** : **Executive, Facilities**

**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 on 20 April 2020 to meet the increasing clinical demand of using cellular therapeutics to treat various life-threatening diseases. ACTRIS's vision is to be the national and regional Centre of Excellence for 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. ACTRIS aims to achieve accreditation from national and international regulators to ensure quality compliance of resource-efficient cellular therapy manufacturing. Our common goal is to promote and foster the entire value of chain of cellular therapy ecosystem through enabling translational research and development, manufacturing, clinical service provision, and commercialisation by serving the healthcare, academic and industrial sectors. ACTRIS will also provide value-added services such as workforce training, regulatory facilitation and ancillary material standardization, pertaining to delivery of cellular therapy to patients.

## What you will be working on

The Facilities Executive is responsible for managing the daily operations, maintenance and upkeep of the facility, through regular building and M&E inspections, scheduled preventive maintenance, compliance to authorities' requirements and management of service contractors. He/she will assist the Facility Manager to ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. He/she will also assist in departments' operations.

Assist the Facility Manager in the following:

- All matters relating to the maintenance of the office, laboratory facilities, M&E and equipment
- All essential services such as security, maintenance, cleaning, waste disposal, recycling, pest control and utilities.
- Implement a WSH management system to ensure workplace adherence to WSH policies, procedures and regulations when contractors are carrying out work.
- Build up the Workplace Safety and Health (WSH) capabilities in order to achieve improvements in safety and health standards at the workplace
- Report on defects and recommend appropriate rectification
- Ensure proper maintenance, calibration and operation of all safety and security equipment such as CCTVs, access entry, etc.
- Ensure proper maintenance, calibration and operation of all manufacturing equipment and facility M&E such as HVAC, etc
- Conducts regular inspections of office safety and facility premises, M&E as well as the HVAC system
- Manage contractors and stakeholders to ensure safety requirements, operating standards, maintenance & repair schedule, service agreement and quality standards obligations are met.
- Supervise routine maintenance – e.g. liaise with contractors, monitor renovation/ maintenance/ repair works etc.
- Coordinate and arrange routine maintenance and urgent repair works
- Ensure all facilities and equipment maintenance works are carried out on timely manner with the least disruption to day to day operation
- Maintain and upkeep a proper filing system – Building certificates, floor plan, equipment's' warranty cards, maintenance & cleaning record and etc. so as to assist office to meet regulatory requirements
- Implement office improvement projects
- Setting up rooms for meetings, events etc
- Other admin related duties/projects as needed

#### What we are looking for

- Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent
- At least 3 year(s) of working experience in the related field is required for this position.
- Prior experience in project management will be advantageous
- Good interpersonal & communication skills
- Familiar with WSH rules and GMP regulations
- Able to work beyond office hours/on weekends when requires and under a fast-paced and dynamic environment

#### What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to [career@cris.sg](mailto:career@cris.sg) with the subject **Application for Executive, Facilities**. 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/>