



Job Title : Executive / Senior Executive, Facilities & Administration / Planning
Business Entity : Consortium for Clinical Research and Innovation, Singapore

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 CRIS

The Consortium for Clinical Research and Innovation, Singapore (CRIS), a wholly owned subsidiary of MOH Holdings, was established in 2020 with the goal of strengthening synergies and promulgating strategies for national-level clinical research and translation programmes under the stewardship of the Singapore Ministry of Health. The former Singapore Clinical Research Institute Pte Ltd was repurposed to form CRIS which brings together five entities as business units under a common management and governance structure. These are the Singapore Clinical Research Institute (SCRI), the National Health Innovation Centre (NHIC), the Advanced Cell Therapy and Research Institute Singapore (ACTRIS), the Precision Health Research Singapore (PRECISE), and the Singapore Translational Cancer Consortium (STCC).

What you will be working on

- Support the Planning team in developing key initiatives within CRIS and the Business Units within the healthcare ecosystem in Singapore
- Handle administrative support tasks as part of the Planning, Facilities & Administration function, including but not limited to working with internal and external stakeholders to coordinate meeting schedules, consolidate meeting agenda and materials, tracking of task deadlines, attendance taking and making other logistics arrangements necessary to ensure a successful and seamless meeting
- Assist in the tracking of performance measures for key initiatives and support the preparation of periodic reports, presentation and other required documents to the management and stakeholders
- Support the team in procurement matters
- Support Facilities manager to track and maintain inventory of office supplies and equipment
- Take part in ad-hoc planning and administrative tasks as required by the management

What we are looking for

- Relevant experience in an administrative support role
- Excellent communication (both verbal and written) and interpersonal skills
- Excellent organisational and multi-tasking skills
- Able to complete quality work within tight deadlines
- Detailed-oriented, well organised and resourceful
- Competent in Microsoft Office applications, e.g. MS Powerpoint, MS Word and MS Excel
- Positive learning attitude with a pleasant personality

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 / Senior Executive, Facilities & Administration / Planning**. 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/>