

Job Title

Senior Executive/Assistant Manager, Planning & Strategy (3-year contract)

CRIS is looking for a Senior Executive/ Assistant Manager to be part of the dynamic and efficient administrative team to support the strategic planning function of CRIS and its Business Units.

Duties and Responsibilities:

- Working with key stakeholders in CRIS and the Business Units to ensure smooth planning and execution of the organisation's key goals
- Be involved in developing key initiatives within CRIS and the Business Units to support the healthcare ecosystem in Singapore
- Handle administrative support tasks as part of the Planning & Strategy function, including but not limited to working with other corporate functions within the organisation for budget planning, drafting of funding papers and communicating initiatives to internal and external stakeholders.
- For selected meetings, attend and take on a secretariat role, which includes managing relevant approval processes, coordinating meeting schedules of attendees, consolidating meeting agenda and materials, recording of minutes, tracking of task deadlines and matters arising, attendance taking and making other logistics arrangements necessary to ensure a successful and seamless meeting
- Track performance measures for key initiatives and manage periodic reports to the management and stakeholders
- Take part in ad-hoc planning and strategy tasks as required by the management

Requirements:

- Bachelors' degree in Life Sciences, Bioengineering, Biotechnology or related fields. Experience and/ or strong technical knowledge in health care and/ or clinical science is an advantage
- Excellent communication (both verbal and written) and interpersonal skills, experience with meeting secretariat function is advantageous
- Excellent organisational and multi-tasking skills
- Prior experience managing funding initiatives and report writing
- Able to work independently and as a team in a fast-paced environment
- Able to complete quality work within tight deadlines
- Able to capture key points in complex discussions and organise them into structured work flow processes
- Detailed-oriented, well organised and resourceful
- Highly competent in Microsoft Office applications, e.g. MS Powerpoint, MS Word and MS Excel
- Positive learning attitude with a pleasant personality

Please send your application to career@cris.sg

Please indicate in your email the following header: Application for Senior Executive / Assistant Manager, Planning & Strategy (CRIS)

Restricted, Non-Sensitive

Company Overview

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).

Additional Company Information

Average Processing Time
25 days

Industry
Healthcare / Medical

Benefits & Others

Dental, Miscellaneous allowances, Medical, Regular hours, Mondays-Fridays, Business (e.g. Shirts)

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