

Job Title

Executive, Facilities (3-year Contract)

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.

Job Description

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 followings:

- 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.
- Build up the Workplace Safety and Health (WSH) capabilities in order to achieve improvements in safety and health standards at the workplace
- Implement a WSH management system to ensure workplace adherence to WSH policies, procedures and regulations when contractors are carrying out work.
- 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
- Arrange routine maintenance and urgent repair works

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- Conducts regular inspections of office and facility premises, M&E as well as the HVAC system
- Manage contractors and stakeholders to ensure safety requirements, operating standards, schedule, service agreement and quality standards obligations are met.
- Supervise routine maintenance – e.g. liaise with contractors, monitor renovation/ maintenance/ repair works etc.
- Ensure legal requirements pertaining to environment, laboratory and safety facilities are met.
- Ensure all facilities and equipment maintenance works are carried out with the least disruption to facility operation with appropriate action plan and safety concern
- Maintain and upkeep a proper filing system – Building certificates, floor plan, equipments' warranty cards 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

Requirements:

- 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 regulations
- Able to work beyond office hours/on weekends when require and under a fast-paced and dynamic environment

Please send your application to career@cris.sg

Please indicate in your email the following header: Application for Executive, Facilities

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).

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Additional Company Information

Average Processing Time

25 days

Industry

Healthcare / Medical

Benefits & Others

Dental, Miscellaneous allowances, Medical, Regular hours, Mondays-Fridays

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