

Job Title : Administrative Executive
Department : Laboratory & Production (Quality)
Business Entity : Advanced Cell Therapy and Research Institute, Singapore (ACTRIS)

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together five 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)

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!

The Advanced Cell Therapy and Research Institute, Singapore (ACTRIS) aims to be the national and regional centre of excellence for facilitating discovery, process development and manufacturing of cellular-based therapeutics.

ACTRIS is looking for experienced individuals who are keen to drive organisational vision and strategy in the exciting field of cell therapy for the role of **Administrative Executive, Quality**.

What you will be working on

Key Responsibilities include

- Assist to format all reviewed quality documents such as policies, SOP and forms etc.
- Maintain and ensure all documentations are up-to-date in Quality Office
- Coordinate/ schedule meetings with internal and external stakeholders
- Assist in daily operations in Quality Office / Department
- Any other assigned duties

What we are looking for

- Degree/Diploma in Life Science, Business Administration, or equivalent;
- At least 3 years of experience in providing administrative support in a fast-paced environment
- Experience in preparing PowerPoint presentations and good organizational skills with the ability to handle multiple projects with tight deadline
- Good writing and interpersonal skills
- Able to be discrete and handle sensitive and confidential information
- Proficient in Microsoft Office

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 Administrative Executive, Quality**. 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>