

Job Title

Administrative Operations Manager (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 Administrative Operations Manager has the day-to-day responsibility for the administrative support and operations teams of the business unit including, training, safety, development and implementation of policies, facilities and office management. The main role involved standardization of policies and procedures and thereby improve overall effectiveness and efficiency of back office operations. Support of leadership with tracking practice key performance indicators, developing recommendations for improved operational and financial performance.

Roles and Responsibilities:

- Plan, coordinate and oversee administrative operations of business unit
- Participate in the development and administration of budgets
- Prepare/ maintain records, reports and proper procedures
- Assist senior management and work in close coordination with other team members in administration of grants & funding
- Assist in contract related paperwork
- Mentor, develop, supervise and delegate to junior staff of various administrative portfolios within the internal departments of ACTRIS
- Work with appropriate teams to proactively resolve problems and develop appropriate administrative processes/ practices to improve workflow efficiency, as well as compliance with organizational mandates
- Communicate/track in coordination with other team members such as Project Coordinator/s for budgets and projections.
- Participate in internal and external audits and organizational unit reviews, as necessary.
- Manage expenditures in accordance within the assigned budget.
- Promote ethical behavior and compliance in all business-related activities

Requirements:

- Degree in Business Administration, Sciences, Engineering or equivalent
- Excellent presentation and communication skills including the ability to articulate complex issues
- Minimum 5 years of relevant experience in fast paced organization
- Experience working in a high-performing team and fostering an inclusive culture
- Ability to think critically and identify creative solutions
- Experience to work with remote teams
- Ability to collaborate and work effectively across functions/departments/external parties
- Proficient in MS Office, Adobe and other related software

Please send your application to career@cris.sg

Please indicate in your email the following header: Application for Administrative Operations Manager, ACTRIS

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)