

Job Title

Logistics Executive (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 Logistics Executive supports the management of supply chain and logistics functions for ACTRIS. The support applies to material management, inventory control, product tracking and shipping/receiving. It also covers cold chain logistics of cell, tissue and gene therapeutics (CTGTs) manufactured at the facility. This includes operating supplies, general and critical raw materials, components, equipment and maintenance supplies.

Roles and Responsibilities:

- Coordinate and arrange incoming/ outgoing shipments with customers, sales and freight forwarders
- Prepare shipping and declarations documents for submission, including Letter of Credit (LC) and required documentations from certification organizations.
- Monitor product/ancillary material life cycles and materials release process.
- Support the management of supply chain/logistics related standard operating procedures.
- Coordinate with production on product deliveries.
- Liaise with Business Development Department on shipping confirmation and logistics issues.
- Handle feedback/ enquires that may arise from stakeholders or customers.
- Issue Purchase Orders & Requisition for Shipment and stocks.
- Update logistics information into ERP system.

Requirements:

- Candidate must possess at least Diploma/Advanced/Higher/Graduate Diploma in Logistic/Supply Chain or equivalent. Degree in Life Sciences, Supply Chain, or similar is an advantage.
- Experience in a Site Supply Chain Organization,
- Knowledge of shipping documents, custom regulations and procedures.
- Experience in healthcare/cold chain logistics is an advantage.
- Good interpersonal and communication skills.

Please send your application to career@cris.sg

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