Senior Assistant Manager (Process Improvement,
Resource Planning & Management)
Singapore Institute of Technology

Job Title	Senior Assistant Manager (Process Improvement, Resource Planning & Management)
Department	Professional Officers
Institution	Singapore Institute of Technology Singapore, , Singapore
Date Posted	Jul. 3, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research
Job Website	https://careers.singaporetech.edu.sg/cw/en/job/498456/senior-assistant-manager-process-improvement-respource-planning-management
Apply By Email	
Job Description	

Senior Assistant Manager (Process Improvement, Resource Planning & Management)

Job no: 498456
Department: Professional Officers
Contract type: Contract

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Key Responsibilities

- Conduct analysis of various processes and workflows within the Division to identify opportunities for improvements. This could be in the areas of Budget, Procurement, Asset and Lab Management, etc.
- Actively propose and implement continuous process improvements through automating the systems and processes for better work efficiency, i.e., automate manual processes and optimize manual data collection/processing.
- Identify, analyze, and interpret trends or patterns in data sets for management reporting and presentation.
- Create dashboards for monitoring Division's key performance indicators.
- Develop and implement document control process and manage document revisions to ensure latest version is available.
- Assist to manage POD SharePoint and provide guidance to Team Representatives on development of Teams/Committees sub-sites.
- Function as part of the Resource Planning and Management Team to support the division's activities and meet the division's administrative needs.
- Undertake any other duties assigned by the Director or supervising officer to ensure efficient operation of the Division.

Job Requirements

- Good University Degree, preferably in Computer Science/ Information Technology, with at least 5/ 8 years of work experience in a similar education or corporate environment.
- Knowledge in information system on data collection, data mining and using appropriate tools and techniques for analysis will also be an added advantage.
- Working knowledge and experience in process automation tools such as Robotic Process Automation (RPA) would be highly desirable.
- Have strong project management skills and attention to detail, and willing to take on responsibilities.
- Ability to effectively communicate with a wide range of individuals in a diverse community and possess the confidence to front different parties.
- Ability to work as a team member among multiple stakeholders and exhibit leadership skills.
- Possess an analytical mindset and aptitude for problem solving.

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Advertised: 03 Jul 2023 Singapore Standard Time
Applications close: 31 Dec 2023 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore