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

Job Title Senior Assistant Manager (Lab Resource Management, 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 Director/Manager

Academic Field(s) Research

Job Website https://careers.singaporetech.edu.sg/cw/en/job/498457/senior-assistant-manager-lab-resource-management-resource-planning-management

Apply By Email

Job Description

Senior Assistant Manager (Lab Resource Management, Resource Planning & Management)

Job no: 498457
Department: Professional Officers
Contract type: Contract
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Key Responsibilities

- Manage Division's assets to ensure that all assets-related processes are in accordance with Finance policy and relevant regulations. The tasks include working with asset custodians to ensure the assets are operational, tagged and asset records are updated.
- Conduct periodic assets verification and work with Finance to ensure the records are up to date.
- Process the approval for assets transfer and write-off, procure the services for assets disposal and update asset records.
- Facilitate timely maintenance of laboratory equipment and manage equipment maintenance contracts, jointly with asset custodians. This includes reviewing the scope of the maintenance contract and ad hoc repair works, together with asset custodians and/ lab in-charge.
- Provide guidance to POD staff on procurement of lab supplies, equipment, term contracts, etc. to ensure compliance with Finance's procurement policy and relevant regulations.
- Work closely with POD staff and Finance on goods receipts and payment matters to ensure timely payment for delivered goods/services.
- Manage the Inventory Management System and ensure that the information is updated timely and accurately in the system.
- Provide secretariat support for division and committee/workgroup meetings.
- Undertake any other duties as assigned by the Director, POD and supervising officer for the effective support of division operations and activities, e.g. Laboratory relocation to Punggol campus.

Job Requirements

- University Degree with 8-10 years of work experience, preferably with experience in assets management.
- Proficient in MS Office application, especially in Excel formulae
- Able to multi-task and manage tight deadlines
- Organized and meticulous with a keen eye for details
- Have a positive attitude, excellent interpersonal and rapport-building skills

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

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Contact Information

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

Contact

Singapore