

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

Direct Link: <https://www.AcademicKeys.com/r?job=220568>

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Posted Aug. 31, 2023, set to expire Jul. 5, 2024

Job Title Senior Assistant Manager (Process Automation, Resource
Planning & Management)

Department Professional Officers

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Aug. 31, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Computing/Informational Services

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498495/senior-assistant-manager-process-automation-resource-planning-management>

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Job Description

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

Job no: 498495

Department: Professional Officers

Contract type: Contract

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Key Responsibilities

- Design, develop, test and implement automation solutions for the approved processes based on best practices.
- Maintain and monitor the performance of the implemented solutions and perform troubleshooting if required to ensure the solutions continue to operate efficiently and effectively.
- Assist in developing and implementing dashboards, reports and visualizations for tracking and monitoring of Division's key performance indicators.
- Facilitate/ conduct training and provide guidance to various process owners and end users in the usage of the implemented solutions.
- Execute divisional events and activities that focus on automation of best practices.
- Participate in User Acceptance Testing for any system enhancement or upgrade arising from process improvement initiatives.
- Assist in developing and implementing document control system and managing document revisions to ensure latest version of standard operating procedures (SOPs), process flow diagrams and policies are available.
- Assist in managing POD SharePoint and provide guidance to Team Representatives on development of Teams/Committees sub-sites and document maintenance on POD SharePoint.
- Provide secretariat support for appointed committees/workgroups, support 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 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.
- Possess an open mind and be able to adapt to a fast-changing environment.
- Have strong project management skills and attention to detail, and willing to take on responsibilities in a dynamic environment.

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- Able to manage projects, including creating project plans, tracking progress, and reporting on results.
- 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.

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Advertised: 31 Aug 2023 Singapore Standard Time

Contact Information

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

Contact

Singapore