

Project Officer (Lab Operations)
Nanyang Technological University

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Posted Aug. 14, 2025, set to expire May 6, 2026

Job Title	Project Officer (Lab Operations)
Department	School of Biological Sciences (SBS)
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Aug. 14, 2025
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Biology - General
Job Website	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Project-Officer--Lab-Operations-_R00021617
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Job Description	

Join Our Team at the School of Biological Sciences, Nanyang Technological University, Singapore

The School of Biological Sciences (SBS), part of the College of Science, was established in 2002 with a mission to advance biological and biomedical sciences. At SBS, our research spans various areas, including infectious diseases, immunology, neurodegenerative diseases, telomere biology, and

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genome function. Over the years, SBS has attracted talented individuals from around the world and Singapore to join as scientific leaders and researchers.

For more details, please view <https://www.ntu.edu.sg/sbs>.

We are seeking a Project Officer to support overall lab operations, with a focus on lab management, data analysis, and setting up the lab's website.

Key Responsibilities:

- Maintain inventory of laboratory consumables, reagents, and equipment.
- Coordinate procurement and liaise with vendors for timely ordering and servicing.
- Ensure laboratory operations comply with safety regulations and institutional guidelines.
- Prepare and update Standard Operating Procedures (SOPs) and Risk Assessments (RAs).
- Oversee daily lab operations and maintain proper documentation of lab resources and workflows.
- Prepare biological samples for next-generation sequencing and other downstream applications.
- Maintain detailed experimental records and ensure reproducibility of results.
- Support research activities by assisting students and team members with experimental procedures.

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Job Requirements:

- Bachelor's degree in a related field
- At least 2 years of relevant experience in lab management and technical hands-on experience in data analysis
- Able to multi-task and prioritize effectively with outstanding attention to details
- Strong planning, organizational and analytical skills
- Excellent communication skills, both written and verbal
- Proficiency in programming languages (Python, R, or bash)
- Ability to work collaboratively in a fast-paced environment.

The College of Science seeks a diverse and inclusive workforce and is committed to equality of opportunity. We welcome applications from all and recruit on the basis of merit, regardless of age, race, gender, religion, marital status and family responsibilities, or disability.

We regret to inform that only shortlisted candidates will be notified.

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Contact Information

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

Contact

Singapore