

Project Officer (Lab Manager)
Nanyang Technological University

Direct Link: <https://www.AcademicKeys.com/r?job=262386>

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Posted Sep. 11, 2025, set to expire May 6, 2026

Job Title	Project Officer (Lab Manager)
Department	School of Biological Sciences
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Sep. 11, 2025
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Biomedical Sciences
Job Website	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Project-Officer--Lab-Manager-_R00021881
Apply Online Here	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Project-Officer--Lab-Manager-_R00021881
Apply By Email	
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,

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including infectious diseases, immunology, neurodegenerative diseases, telomere biology, and 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 looking for a Project Officer (Lab Manager) to join a newly established research group at the forefront of human brain evolution and stem cell biology. While the role involves foundational responsibilities in lab organization and operations, it also offers a rare opportunity for close mentorship and technical training in advanced research techniques such as stem cell biology and CRISPR screening. This is an ideal position for a motivated life sciences graduate seeking a stable, intellectually stimulating role with long-term career growth potential in academic research. Learn more about our lab at <https://www.richardshelab.com/>

Key Responsibilities:

- Maintain and update laboratory safety documentation in compliance with institutional and national regulations
- Oversee procurement processes, liaise with vendors, and manage equipment and reagent inventories
- Organize and optimize the physical layout of the lab for efficient research workflows
- Maintain shared lab stocks, order common reagents, and ensure smooth day-to-day lab functioning
- Serve as liaison between the lab and administrative offices regarding finance, compliance, and

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safety

- Support onboarding and training of new lab members in basic lab protocols and safety procedures
- Participate in ongoing research activities, with opportunities for training in stem cell biology, CRISPR editing, and molecular cloning techniques under direct mentorship from the PI

Job Requirements:

- Entry level candidates are welcome to apply
- Bachelor's degree in life sciences, biomedical sciences, molecular biology, or related field
- Excellent organizational and time management skills
- Strong sense of responsibility and conscientious attention to detail
- Prior experience in laboratory settings (e.g. coursework, internships, final year projects) preferred
- Willingness to learn and grow into a long-term research or operational role
- Ability to work independently and proactively, while also being a reliable team player
- Good written and oral communication skills

The College of Science seeks a diverse and inclusive workforce and is committed to equality of

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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.

Contact Information

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

Contact

Singapore