

**Project Officer (Executive Administration)
Nanyang Technological University**

Direct Link: <https://www.AcademicKeys.com/r?job=230360>

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Posted Feb. 8, 2024, set to expire Jun. 9, 2024

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| Job Title | Project Officer (Executive Administration) |
| Department | School of Electrical & Electronic Engineering |
| Institution | Nanyang Technological University Singapore, , Singapore |
| Date Posted | Feb. 8, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available Immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Sciences - General |
| Job Website | https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Project-Officer--Executive-Administration-_R00016137 |
| Apply Online Here | https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Project-Officer--Executive-Administration-_R00016137 |
| Apply By Email | |
| Job Description | |

The School of Electrical & Electronic Engineering (EEE) invites applications for the position of Project Officer.

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The Project Officer will provide support to i-Lab in various areas, including equipment procurement, personnel management, website maintenance, and media outreach. The successful candidate will receive a 1-year contract with the possibility of long-term renewal.

Key Responsibilities:

- Facilitating equipment procurement, personnel recruitment and onboarding, and travel arrangements.
- Overseeing the management of research accounts.
- Maintaining and updating the laboratory website and LinkedIn page.
- Conducting English proofreading of scientific documents to ensure accuracy and clarity.
- Providing general administrative support, such as organizing meetings, managing correspondence, and assisting with other ad hoc tasks as required, to contribute to the smooth functioning of i-Lab operations and foster a collaborative and efficient work environment.

Job Requirements:

- Minimum Bachelor's degree in Engineering or Science
- Excellent social and teamwork skills
- Strong organizational skills
- Excellent writing skills and proficiency in English
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Previous administrative experience is advantageous

We regret 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 Eunice
School of Electrical & Electronic Engineering
Nanyang Technological University
Singapore
Singapore