

**Job Description****Management Assistant Officer - 007LT****Description**

The C-TReND centre is to collaborate with government agencies and companies for translational research and development in NUS computing. The role of this opening is to assist the Director of the centre in the project management.

**Duties & Responsibilities**

1. Managing the on-going project accounts and reconcile the monthly statement of accounts, logistics preparation for meetings, writing meeting minutes, preparing documentation for the project report.
2. Conducting outreach to publicize the computing technologies in order to explore new projects.
3. General management of the Centre, processing claims submitted by principal investigators, research staff and students. Taking care of travel arrangements for principal investigators.

**Qualifications**

1. Proficient in English.
2. Good interpersonal and professional communications.
3. Education, knowledge and experience in Computing.

**Job Administration / Clerical Support / Secretarial**

**Primary Location** Kent Ridge

**Organization** Dean's Office (Computing)

**Schedule** Full-time - Fixed Term (Contract)

**Posting Date** 01/03/2018

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