Project Engineer

Who are we?
We are the University of Cambridge’s presence in Singapore, Cambridge CARES. Our activities are sponsored by the National Research Foundation’s CREATE programme. Our first research programme, Cambridge Centre for Carbon Reduction in Chemical Technology (C4T), is a collaboration between University of Cambridge, Nanyang Technological University and National University of Singapore. Our team is comprised of world-class scientists and engineers working in a vibrant, fast-paced environment with great opportunities for knowledge and skills development.

Who are we looking for?
This role offers the opportunity for you to be exposed to different research processes. Broadly, it includes project management, scoping and coordinating research activities.

The successful candidate will be expected to:

- Coordinate and facilitate the research project management life cycle
- Coordinate research project timelines
- Monitor project plans and schedules
- Collating of research progress reports
- Managing and coordinating research meetings
- Documenting and following up on important actions and decisions from meetings
- Prepare presentation materials for meeting
- General Administration
- Support for Research Project Manager and the project
- Establishes and maintains collaborative relationship with stakeholders
- Records management

What skills will you need?

- Strong analytical abilities, critical thinking and attention to details
- Bachelor degree in engineering (chemical engineering preferred)
- 2 years of experience in project management
- Proactive problem solvers with superb planning and coordination skills
- Able to communicate with stakeholders from diverse functional areas
- Exceptional verbal, written and presentation skills
- Ability to work effectively both independently and as part of a team

What can we offer you?

- A stimulating working environment with friendly, highly motivated colleagues
- A competitive salary in line with your skills and experience
• A one-year contract in the first instance, extendable following a satisfactory performance
• Comprehensive medical insurance coverage as part of your employment
• Employment under a Research Collaboration Agreement between CARES and Nanyang Technological University (NTU)

Please note that this post is based in Singapore.

To apply, please send your CV and cover letter (summarising the most relevant skills and experience that you have for the position) to cares@hermes.cam.ac.uk.