

Senior Project Officer

Job description:

Internal

- Assist in project management of existing studies and trials
- Liaise with stakeholders from other departments in HistoIndex to ensure projects are on track
- Organise and participate in internal meetings
- Support drafting of study plan and budget from templates for new studies and trials
- Maintain BD related SOPs and study folders for prompt tracking
- Assist other assigned tasks/activities depending on the needs of the business

External

- Assist to coordinate scheduling and send meetings calendar invite to biopharma companies and academics (Sponsors), and Key Opinion Leaders
- Participate in introductory and update meetings with Sponsors
- Follow-up with Sponsors to ensure prompt delivery of study deliverables
- Support preparation of study deliverables before sending to Sponsors
- Participate in data review discussions for studies and trials with Sponsors
- Participate in marketing and publicity initiatives for outreach efforts such as events, conferences and webinars

Requirement :

- At least a BSc with relevant background in Life Sciences, Medical Technology or Healthcare
- At least 2-3 years of working or relevant internship experience in Life Sciences, Medical Technology or Healthcare field preferred
- Conversant in Mandarin is a plus, but not a requirement

Please forward your resume to hr@histoindex.com to proceed with your application. We appreciate your interest in this position