

## **Project Manager (Location: Singapore)**

### **Organization**

NovogeneAIT Genomics Singapore Pte Ltd is joint venture between Novogene and AITBiotech. We provide both research and clinical next Generation Sequencing services in Singapore, ASEAN and other Asia Pacific region. Based out of Genome Institute of Singapore (GIS), NovogeneAIT currently operates the largest Next Generation Sequencing capacity in SE Asia, with multiple units of illumina HiSeqX to support public research projects and empower super scale sequencing initiatives. NovogeneAIT also collaborates with researchers to develop clinical next generation sequencing applications including inherited disease panels, targeted oncology panels for stratified cancer treatment, cardiogenomics and reproductive health.

### **Position Summary**

The Project Manager is responsible for controlling the flow of a project from receipt of the order from the sales department to interaction with the laboratory and bioinformatics team to ensure consistent and timely updates to the customer and completion of the project. The PM interacts directly with the customer to receive project information, passes the information to the laboratory and controls the flow of the project while sending updates to the customer on the project progress.

The PM reports to the Commercial Director

### **Duties/Responsibilities**

- Receive new order information from the sales department and interact with customer to complete the Sample Information Form for new projects
- Passes the completed Sample Information Form to the Operational Manager (OM) in the laboratory
- Utilize online systems from HQ for project tracking and documentation. Controls project flow using project management system
- Pass all project data from Operational Manager to customer for feedback and confirmation. Discuss any delays or project issues with OM and relay to customer as needed
- Interact with sales department to provide project timing, workflow and other information as needed
- Interact with bioinformatics and customer service for delivery of project data to customer
- Attend training sessions, either local or overseas, for further skills development

## **Preferred Background/Requirements**

- Advanced degree in life science or medical field (MS or PhD) or equivalent work experience
- Genetics, molecular biology, gene engineering background or previous relevant research
- Knowledge of NGS and genomics is a plus
- Prior technical support or project management experience is a plus
- Proficiency in English, strong written and oral English
- Proficiency in Mandarin Chinese is a plus
- Strong logical thinking and problem solving skills
- Good interpersonal and communication skills, ability to work under pressure
- Attention to detail and ability to multi-task
- Proficiency in Microsoft office software

### Salary and Benefits

Competitive salary and benefits including health, dental

To apply, email John at [zhangkun@novogene.com](mailto:zhangkun@novogene.com)