

**Trendlines Medical Singapore** operates through investing in, incubates, and provides a range of critical services to nurture and support Singapore-based entrepreneurs and start-up companies in the medical device sector from development to commercialization in the global market.

We are looking for **Project Assistant (6 months contract)** to join our portfolios group located in Singapore. More about us and our portfolios: <https://www.trendlines.com/business-units/medical-singapore/>

**Roles & Responsibilities**

- Taking on the secretary role for clinical trial; preparing meeting materials, maintaining documentation and meeting minutes etc
- Assist Project Manager to liaise with doctors and nurses on clinical trial progression and issue resolution
- Assist Project Manager to Liaise with Project Technical Team to feedback any technical issues related to the clinical trial
- Keep a log of progression and notable events during the clinical trial
- Any other ad-hoc duties as assigned by Project Manager

**Skills & Qualifications**

- At least a Diploma in a relevant science/ engineering discipline
- At least 1 year of working experience in the healthcare sector is preferred
- Team player with good communication and interpersonal skills
- Project Management skills will be preferred

Interested applicants, please send CV to: [hr\\_sgp@trendlines.com](mailto:hr_sgp@trendlines.com)