



Position: Laboratory Information Management System (LIMS) Administrator

The National University of Singapore (NUS) invites applications for a **Laboratory Information Management System (LIMS) Administrator** at the Singapore Lipidomics Incubator (SLING) anchored at the Life Sciences Institute, NUS. SLING is a major global magnet for collaborating parties in lipidomics—from academia and industry—delivering new technologies and intellectual capital. Our center capitalizes on mass spectrometry-based lipid analysis and offers cutting edge facilities as well as a diverse base of investigators and students. More information on the program is available at <http://sling.sg>.

Job Description

We are currently implementing an enterprise-grade LIMS, which will be critical component in the operation of the laboratory handling the rapidly increasing numbers of projects, samples and workflows. The LIMS will also be essential for the laboratory's regulatory and legal compliance.

The LIMS administrator will be responsible for the management and administration of the LIMS system at SLING. She/he will work closely with SLING members and external parties. The main responsibilities include:

- (1) Supporting users in their daily usage of the LIMS
- (2) Ensuring integrity of recorded data and compliant use of the LIMS
- (3) Identifying issues and potential enhancements of the LIMS from the daily operation and resolving them in collaboration with users and external software contractors
- (4) Translating new analytical processes and integration of new equipment/software into LIMS workflows and functionalities and manage their implementation by internal/external software engineers.
- (5) Supporting users and the lab management with reporting and analysis of information stored in the LIMS
- (6) Maintaining the LIMS database and server at software level

Extensive training on our LIMS system will be provided internally and via courses conducted by the LIMS vendor. There will also be opportunities to visit other labs that are using a LIMS and to attend relevant international conferences. Given interest and skills the candidate is welcome to expand her/his role into other areas in the lab, such as data management, process optimization or regulatory affairs.

Appointments will be made on a two-year contract basis in the first instance, with the option of extension.

Qualifications

1. BSc/MSc in Life Sciences, Chemistry, Computer Science or related disciplines or equivalent experience
2. Proven working experience in, or closely with, a clinical or analytical laboratory
3. At least 1 year of hands-on experience in support or administration of a LIMS (e.g. LabVantage, STARLIMS, LabWare)
4. Analytical ability to understand and rationalize bioanalytical workflows
5. Acquainted with data safety and IT security aspects
6. Knowledge in the principles of database systems
7. Familiarity with SQL and/or JavaScript will be of advantage
8. Proficient in using Microsoft Windows and Office applications
9. Capable of working in a fast-paced, multidisciplinary and multinational environment
10. Meticulous, independent and reliable work attitude
11. Excellent communication skills in spoken and written English

Remuneration will be commensurate with the candidate's qualifications and experience.

Formal application: Please submit your application, indicating current and expected salary and supported by a detailed CV (including personal particulars and educational/employment history) and a letter of motivation by 30 November 2019 to:

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Only shortlisted candidates will be notified.