
PERDANA UNIVERSITY

POSITION DESCRIPTION

Job Title : Graduate Trainee
Department/Branch : Research Management Center (RMC)

Graduate Trainee, Research Management Center (RMC)

Perdana University in Kuala Lumpur is looking for a Graduate trainee of Research Management Center. This position will be a part of the Perdana university Center for Research Excellence (PU-CRE). RMC provides administrative support for research faculties and ensures that the policies and procedures involving the conduct of research are equitably applied and monitored across the university.

Specific duties:

1. Provide day-to-day technical assistance to Deputy Director of CRE, Manager of RMC, and Chairman of PU-IRB.
2. Assist in providing updates on rolling information on MyRA and SETARA, and for Board of Governors (BOG) and Board of Directors (BOD) meetings.
3. Assist in administrative aspects of project management including financial management and compliance, project reports and timeline adherence.
4. Provide administrative support for the Institutional Review Board (PU-IRB) including managing application database, drafting letters, and correspondence.
5. Internal/external routine communication involving announcements, submission of project applications, grant review processes, event and workshop organisations, and others within the department.
6. Handling office tasks such as filing, record keeping, generating reports and presentation, and setting up for meetings.
7. Perform related duties as required.

Requirements:

1. Degree in the relevant field.
2. Excellent written and verbal communication skills.
3. Excellent computer skills with knowledge of MS Office.
4. Meticulous organisational skills.
5. Problem-solving ability and attention to detail while working in a fast-paced, deadline driven environment.
6. A positive attitude and a growth mindset.

This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.