

## **Assistant Office Manager (Part-Time)**

Temasek Lifesciences Accelerator (TLA) is hiring a part-time Assistant Office Manager for one of our portfolio companies – Aqualita Ecotechnology.

Aqualita Ecotechnology is a spin-off company from Temasek Life Sciences Laboratory which has developed a groundbreaking urban Recirculating Aquaculture System (RAS) technology that is scalable, modular, and versatile for fish farming. We are seeking a motivated individual with HR and finance experience and who is eager to contribute to an early-stage company in achieving Singapore's "30 by 30" food security goal.

### **About the Job**

- Assist with HR, payroll, admin and procurement matters
- Assist in preparing reports and presentation slides
- Able to assist with AR, AP and GL functions
- Undertake any ad-hoc duties as assigned by the supervisor

### **Profile Required**

- Strong written and verbal communication skills with an attention to details
- Competent in preparing reports and documents using Microsoft Word and PowerPoint
- Accountable for assigned tasks, timelines and deadlines, able to multi-task and work independently
- Experience in accounts will be an advantage

### **Qualifications**

- Bachelor's degree in accounting, HR or related field
- Min. 3 years working experience in HR, Finance and/or Procurement

### **Commitment (Part-Time)**

- 5 half-days / week (Mon – Fri), or
- 3 full-days per week

**Interested applicants may send your resume to [careers@aqualitaeco.com](mailto:careers@aqualitaeco.com).**