

Executive Officer

Job Reference Number: C2i098

Centre for Immunology & Infection (C2i) uses novel technology platforms for biomarker discovery and the development of new vaccine and therapeutic strategies.

It is the fruit of a long-standing partnership of more than 20 years between the LKS Faculty of Medicine of the University of Hong Kong (HKUMed) and the Institut Pasteur, Paris, two major international leaders combining their expertise to establish this centre of excellence.

C2i aims to establish a novel technology platform for biomarker discovery and development of new vaccine and therapeutic strategies. C2i addresses major unmet global and local public health needs with excellent potential for commercial exploitation.

Executive Officer (Ref.: C2i098)

Applications are invited for the position of **Executive Officer (Ref.: C2i098)**, to commence as soon as possible, on a one or two-year contract basis, with the possibility of renewal subject to satisfactory performance and mutual agreement.

Requirements:

- Bachelor's degree in Business Administration, Law, Science or other related disciplines
- At least 10 years of solid experience in business administration and handling legal documents plus related matters; prior experience in law and/or science field is an advantage
- Proficient in computer applications such as MS Office, including Word, Excel and PowerPoint
- Good command of Chinese and English
- Corporative team player, self-motivated, detail-oriented, and hardworking
- Excellent communication skills, positive attitude, and ability to prioritize multiple tasks efficiently to meet strict deadlines

Responsibilities:

- Perform a wide range of duties including managing different administrative matters and liaising with internal and external stakeholders for resources acquisition and procurement
- Liaise with stakeholders to handle legal documents, e.g. non-disclosure agreement, service agreement, etc.
- Support planning, coordination and implementation of commercialisation activities, e.g. company registration, knowledge transfer activities
- Undertake any other projects and tasks as assigned by the supervisor/Chief Operating Officer

A competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits.

Applicants should submit their up-to-date C.V., quoting the job reference number, current/expected remuneration and availability, to **office@c2i.hk**. Review of applications until the post is filled, whichever is earlier. Shortlisted candidates will be invited to attend an interview which may include a written test. Enquiries about the duties of the post can be sent to **office@c2i.hk**.

The information provided will be kept confidential and only be used for those purposes relating to your application. We are an equal opportunities employer and welcomes applications from all qualified candidates. C2i thanks applicants for their interest but advises that only shortlisted applicants will be notified of the application result.