

Executive Assistant

Job Reference Number: C2i-105

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 Assistant (Ref.: C2i-105)

Applications are invited for the position of **Executive Assistant (Ref.: C2i-105)**, 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, accountings or other related disciplines (Candidates with a lower qualification with relevant work experience will also be considered)
- 3-4 years of solid experience in accounting or business administration; prior experience in tertiary institutions is an advantage
- Proficient in computer applications, e.g. MS Office, including Word, Excel and PowerPoint
- Good command of English and Chinese
- Corporative team player, self-motivated, detail-oriented, and a strong sense of responsibility
- Good interpersonal skills, positive attitude, and well-organized to prioritize tasks efficiently to meet strict deadlines
- Fresh graduate would be considered

Responsibilities:

- Perform a wide range of duties including general office duties, preparation of business correspondences, liaison with stakeholders
- Handle various duties related to accounting/tender/procurement
- Prepare statistical data and compile reports for management's review

- Assist in logistical arrangement for supplies and equipment
- Support event logistics, PR events, trade shows and campaigns
- 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.