

Administrative Assistant

Job Type:	Permanent, Full time	Position Availability:	Immediate
Application Open:	31 JAN 2023	No. of Vacancy:	1

Key Responsibilities

- Oversee and maintain general office administration
- Manage purchasing and assist in procurement procedures
- Documents preparation and review
- Execute relevant supplier evaluation program
- Assist planning of internal project and events
- Assist in human resource matters

Requirements

- Bachelor, Diploma or Higher Diploma in any discipline
- Strong organization, planning and work coordination skills
- Good skills in basic computer programs (MS Office, Adobe Acrobat etc.)
- Experience in office administration is a plus
- Excellent interpersonal and communication skills with all levels of staff
- Good spoken and written English and Chinese (Cantonese and Mandarin)
- Knowledge in accounting is a plus

Minimum Benefits

- Medical and Dental Insurance
- 14 Annual Holidays
- 5-day Work Week
- Flexible Working Hours
- Excellent working atmosphere

To apply, please send your resume together with present and expected salaries with contact details via email to: Opharmic Technology (HK) Limited, Attn: Ms. Mandy Chung, hr@opharmic.com

About Opharmic

Founded in 2016, Opharmic is striving towards an ambitious goal: to replace horrifying eye injections around the world with our patented non-invasive ultrasound system. From technology and product customisation to clinical development and regulatory strategies, Opharmic offers turnkey solution to pharma partners around the world to adopt cutting-edge technology in their new or existing pipelines.