

Administration Officer (Ref.: C2i090-P4)

Job Reference Number: **C2i090-P4**

The 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 addresses major unmet global and local public health needs with excellent potential for commercial exploitation.

Applications are now invited for appointment as **Administration Officer (Ref.: C2i090-P4)**, to commence as soon as possible, on contract basis with the possibility of renewal subject to satisfactory performance and mutual agreement.

Responsibilities:

- Provide full spectrum of office administrative services support
- Maintain proper documentation and filing system
- Communicate and collaborate with internal/external stakeholders and partners, including academics, business partners and regulatory representatives
- Responsible for regular admin reports, correspondence and announcement
- Perform ad-hoc tasks assigned by supervisor/management

Requirements:

- Degree / Higher Diploma in Business Administration or related discipline, Science background is preferred
- 1-2 years' office administration experience, fresh graduate will be considered
- Good communication and interpersonal skills
- Proactive, customer-oriented, attention to detail and strong organizational skills
- Good command of English, Cantonese and Putonghua
- Proficiency in MS Excel, Word and PowerPoint

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, with information of public exam results, current/expected remuneration and earliest availability to jobs@c2i.hk. Review of applications will commence as soon as possible and continue until the post is filled. Shortlisted candidates will be invited to attend an interview and/or a written test.

The personal data provided in the application process will be used for recruitment and other employment-related purposes. The personal data may be transferred and disclosed to and used by HKU Innovation Holdings Limited and The University of Hong Kong for the above purposes.

Shuttle bus service is available to/from Hong Kong Science Park for commute. We are an equal opportunities employer and welcome applications from all qualified candidates. C2i thanks applicants for their interest but advises that only shortlisted applicants will be notified of the application result.