

Business Development Assistant	<ol style="list-style-type: none"> 1. Assist BD Manager in market research of healthcare & medical robotics and IP search 2. Assist in global talent search 3. Perform ad-hoc duties as assigned 	<ol style="list-style-type: none"> 1. Postgraduate/Undergraduate (Year3/4) majoring in STEM Subjects or management 2. Good data analysis skills 3. Good written and spoken English and Chinese
Assistant Accountant	<ol style="list-style-type: none"> 1. Perform daily accounting operations, including procurement and reimbursement documentation, account payable and payments settlement related activities; 2. Assist in fixed asset management; 3. Assist in the month end closing and annual auditing preparation; 4. Handle ad-hoc duties when required 	<ol style="list-style-type: none"> 1. Undergraduate (Year3/4) majoring in Accounting/Finance/Economics 2. Familiar with MS Office application (i.e. Excel, Word); 3. Experience in accounting software, Kingdee experience is advantage 4. Good command of written and spoken English and Chinese (Mandarin)
Administrative Assistant	<ol style="list-style-type: none"> 1. Perform daily administrative operations 2. Handle ad-hoc duties when required 	<ol style="list-style-type: none"> 1. Undergraduate (Year3/4) 2. Familiar with MS Office application (i.e. Excel, Word); 3. Good command of written and spoken English and Chinese (Mandarin)

Work place: Hong Kong Science Park

How to apply: please send your resume to hr@cair-cas.org.hk