

# Job Opening

URGENTLY REQUIRED



## **Executive Assistant**

**Application Deadline: 15.03.2011**

**Start date: Mid-End of March 2011**

X-Zell Biotech Co., Ltd. is one of the first biotech startup companies in Thailand developing its own products from research and development to sales and marketing. We are based in Thailand Science Park (TSP) and Mahidol University, Faculty of Science, Rama VI.

We are looking for young professionals and graduates who want to work in a highly innovative environment and are interested to take on new challenges.

This position is based in Mahidol University Faculty of Science.

### **Your profile:**

- Thai national
- Highly organized individual
- Open minded and willing to 'learn by doing'
- Good knowledge in written and spoken English
- The ideal candidate has a background in Administration and/or Accounting and some interest in life science.

### **Your assignment may include:**

- Administrative tasks
- Communication with Thai authorities and business partners
- Communication with clients and suppliers
- Taking notes for the Managing Director in meetings
- Organize and schedule meetings and events.

Start of assignment: Mid-end of March 2011 part time. Full time from May 2011.

We offer you an attractive salary package and interesting career opportunities!

### **If you are interested, please contact:**

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