

## **Private & Confidential**

### **About LINGMED**

Lingmed Ltd promotes healthcare intelligence database products in China market and also import niche medical products / devices to China market to meet China market's unmet medical needs.

More information at: [www.lingmed.net](http://www.lingmed.net)

### **Title: CEO Assistant**

#### **Responsibilities:**

- Involve in and co-ordinate project-based work
- Conduct research, assemble and analyses data to prepare reports and documents
- Prepare and edit correspondence, communications, presentations and other documents
- Interact with external clients and board members
- Arrange and coordinate management/board meetings and events
- Record, transcribe and distribute minutes of meetings
- Monitor, respond to and distribute incoming communications
- Review operating practices and implement improvements where necessary
- File and retrieve documents and reference materials

#### **Requirements:**

- Bachelor degree above, major in Pharmaceutical, Biogeography or Chemistry is preferred
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite, especially PPT skill
- Excellent interpersonal and communication skills, highly effective written and verbal communication skills in both English and Mandarin, and good negotiation skills

#### **Key Competencies**

1. Organizational and planning skills
2. Attention to detail and accuracy
3. Problem analysis and problem solving skills
4. Judgment and decision-making ability
5. Initiative and proactive
6. Confidentiality
7. Flexibility