

# Personal Assistant to CEO

Vamos Biotech (Shanghai) CO., LTD

2F, Building #5, Lin Gang Fengxian Industrial Park,

1800 Xin Yang Road, Feng Xian District,

Shanghai 201413, P.R. China

[www.vamos-biotech.com](http://www.vamos-biotech.com)

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## Job Description

Provide full administrative and secretarial support at a senior level to the CEO to ensure the smooth management of his day-to-day affairs, and most effective use of his time. Handle sensitive and complex issues in a professional and objective manner. Take initiative as appropriate, especially in the CEO's absence.

## Main Responsibilities

- Acting as a first point of contact: dealing with correspondence and phone calls and managing diaries and organizing meetings and appointments of the CEO.
- Process CEO's correspondence, ensuring that incoming correspondence is dealt with by the CEO / or on behalf of the CEO, or other staff as appropriate.
- Maintain records of CEO's contacts.
- Booking and arranging travel, transport and accommodation keeping in mind to the requirements
- Assist in organizing events when required.
- Preparation of documentation, letters, reports, managing databases and filing systems.
- Taking meeting minutes whenever required
- Collating and filing expenses
- Miscellaneous tasks to support the CEO, including managing the personal driver/personal driver cum dispatch.
- Assist the CEO in research and follow up on matters which fall within the CEO's responsibility - chasing responses, triggering follow-up action.
- Producing documents, briefing papers, reports and presentations for the CEO.
- Organize meetings and ensure that CEO is well prepared for those meetings, preparing agendas, pre-meeting briefings, meeting papers and minutes.

- Manage arrangements for Trustees' and Sub-Committee meetings, including production/ distribution of agenda and papers.
- Meet and greet visitors at all levels of seniority.
- Any other duties as may reasonably be required by the CEO.

## Requirements:

- Excellent interpersonal communication skills,
- Excellent organizational skills
- Excellent English and Mandarin skills (both oral and writing).
- Absolute discretion at all times.
- Marketing or Business Development background is preferred.
- Solid knowledge of Microsoft Office and other presentation tools.
- Ability to work independently and manage day-to-day implementation of client activities.
- People-oriented and able to handle different levels of people tactfully.
- Result-oriented personality and resourceful with good problem-solving skills.
- Understand the company's business and strategic plans to meet those goals.
- Able to travel and flexible on the working hours.
- Bachelor's Degree/Post Graduate Diploma/ Professional Degree in English Literature, Business Studies, Administration, Management, Secretarial or equivalent is preferred.

## Additional Information

Career Level:	Executive
Qualification:	Not Specified
Years of Experience	3 years
Job Type	Full-Time
Job Specializations	Admin / Human Resources

# Company Overview

Vamos Biotech (Shanghai) CO., LTD (91310000MA1H3AQB3D) is a high technology startup biotech company engaged in discovery, R&D, and commercialization of new generation of medical substances for treatments in cancers, viral infections, antibiotic-resistant bacterial infections, and other incurable diseases.

The company is already a global leader in the area of biosynthesis and first in the world to successfully complete clinical trials and obtain market authorization for medical products in the area of antibiotic resistance and is position strongly to achieve significant progress and growth in its operations.

The headquarters of Vamos Biotech is located at 1F, Building #5, Lin Gang Fengxian Industrial Park, 1800 Xin Yang Road, Feng Xian District, Shanghai 201413, P.R. China.

# Welcome to Vamos Biotech

From early Discovery, Research and Development, Product Development, to marketing, sales and customer support, Vamos Biotech aims to unlock the potential in every team. We are committed to providing a diverse, inclusive, and supportive environment, where all our staff can succeed and take pride in their work.



# What we look for

- **Diversity and respect**

Diversity is essential to growth and success of any business. Vamos Biotech creates an environment of diversity of perspectives, experiences, cultures, genders, and age, where ideas can be shared without fear of discrimination or harassment.

- **Creativity**

Success in any organization relies on creative innovation. We strive to create a culture of knowledge sharing, boundary pushing, norm challenging to try new things and learn from experience.

- **Collaboration**

The best ideas are a collective effort! We actively support collaboration across projects, teams, seniorities, and countries, encouraging our employees to think outside the box and achieve our goals.

- **Initiative**

We value initiative, ownership and leading by example. We reward employees who go the extra mile and always strive to improve outcomes for themselves, their team, and the business.

# Global Perks

- **Career development and learning**

We encourage you to set high standards for yourself and take ownership for your personal development and future career through our development and education programs.

- **Health and wellbeing**

Healthy people are happy people! So, we provide healthy breakfast, fruit and snack options, access to clubs and sporting teams, mental health support and health benefits, like flu shots.

- **Awards and recognition**

We celebrate outstanding performance through our recognition and rewards schemes, including Employee of the Quarter, tenure awards and the annual Vamos Biotech Global Recognition Awards.

- **Social activities**

At Vamos Biotech, we work hard and play hard! Get to know your work family with regular Friday get-togethers, team building activities, hack days and annual functions.

- **Flexible working**

Everyone has different priorities and needs. That is why we have flexible working arrangements to allow you to find a work schedule that suits you and encourages a healthy work-life balance.

- **Global opportunity**

With global presence and operations, there are no shortage of opportunities to grow, change and take on new challenges in new environments.