

## **Project Coordinator Internship**

**Location:** Shanghai

### **Job Description**

- To provide general and or project administrative support to project teams - word processing, photocopying, filing, document control and data entry
- To coordinate and liaise with internal and external parties working on the projects
- To update and consolidate relevant project information for reporting purposes
- To maintain proper organization and storage of project documents
- To undertake any other administrative duties as assigned by project managers
- Any other duties as and when assigned

### **Job Requirements**

- Undergraduate students with science background
- Preferable related working experience (including part-time and internship)
- Proficiency in MS Office Applications such as Excel, Powerpoint and Word
- Excellent communication skills
- Strong organization skills with ability to work independently
- Proficiency in oral and written English

### **Work Hours**

- Preferable 1-2 days (hours/day details negotiable)
- Start immediately

### **Benefits**

- Excellent professional development opportunity
- Chance to be a part of diverse and energetic team
- Chance to gain hands-on work experience in the growing biopharmaceutical sector
- Monetary compensation in form of subsidies (To be discussed at interview)

If interested, apply to: **admin@nano-mab.com**

## 兼职项目助理实习

地点: 上海

### 职责描述:

- 负责项目管理部各种行政事务(包括文字处理, 复印, 归档和数据输入)
- 协调和联系内部和外部的工作及安排各种会议
- 更新和巩固相关项目信息及跟踪项目进度
- 管理及时更新相关项目文件
- 执行指定的其他职责

### 任职资格:

- 医学, 药学, 生命科学等相关专业本科生
- 相关工作经验(包括兼职和实习)
- 能够熟练使用 MS Office
- 具有良好的内外部沟通能力
- 较强的组织能力和独立工作的能力
- 英语良好

### 工作时间:

- 1-2 工作天(可商议)

### 工作效益:

- 优秀的专业发展机会
- 成为多元化和精力充沛的团队的一部分
- 获得在日益增长的生物制药行业的实践工作经验
- 公司提供交通等补偿(可商议)

有兴趣请联系: [admin@nano-mab.com](mailto:admin@nano-mab.com)