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Business Analyst and Administrator

Avant Meats Company Limited is a biotechnology company that focuses on R&D of cultivated animal proteins. We innovate safe, high quality and sustainable seafood products.

This position is suitable for high performers and keen learners as it offers ample space for fast personal and professional growth. It also offers a wide range of business experiences as well as opportunities to grow in responsibilities. This role is earmarked for development into directorate grade and/or relevant senior management role with the Company.

Position:

- Full-time
- Hong Kong SAR, China
- Occasional travels may be required

Requirements:

- Degree in business related major, knowledge of business strategy, accounting and finance preferred
- 3-4 years of work experience in companies with core business in production of food and beverage products highly advantageous
- Excellent command of written and spoken English and Chinese (Cantonese and Mandarin)
- Conversant with Microsoft Office, web page and social media applications

Job responsibilities:

- Report to and assist the CEO in managerial and administrative matters
- Conduct quantitative and qualitative analyses related to food and beverage production, build market intelligence, procure, digest and compare global regulatory requirements
- Conduct online and offline research, prepare executive summaries and presentations
- Upkeep management accounts on weekly basis, including diligent daily book keeping, preparing payments, bank record reconciliation
- Assist in updating of web site and social media platforms
- Assist in other ad-hoc tasks as assigned which may include coordinating and arranging meetings, calls and travels, drafting, issuing and filing correspondence, managing documentations

Traits:

- Result-oriented and willing to go beyond to deliver
- Intellectually inquisitive, eager to learn and grow
- Diligent, self-motivated and adaptive
- Highly reliable and able to multi-task
- High level of integrity, self-discipline and professionalism
- Able to work independently
- Methodical and detail-minded
- Good team player

Salary & Benefits:

- 5-day week
- Competitive compensation commensurates with qualifications and experiences
- Performance based discretionary bonus

All applications received will be used exclusively for employment purpose only.

Please apply by sending your resume, expected salary, and date of availability to Carrie Chan by email to carrie.chan@avantmeats.com.