

DC Medical

Job Position – Business Administration Officer

DC Medical is a global medical device company based in Korea, adopting an innovative NRDO (No Research Development Only) business model. DC Medical works closely with UK's NHS (National Health Service) to source innovative medical technology, with the aim of developing and commercializing it into viable product in South Korea targeting the global market. The NHS is a healthcare system in UK that operates numerous innovation hubs to support the healthcare industry by identifying and developing medical innovations that could benefit patients and society as a whole. DC Medical is seeking an applicant who has the passion to take responsibility and make a real impact on our company, and to contribute towards our ambitious mission to change the way the medical device industry operates.

Position Overview:

Position: Business Administration Officer (Starting immediately).

Location: Yeoksam-dong, Gangnam

Salary: To be confirmed after discussion

Responsibilities will include:

- General Administration (accounting/HR/IT support and office operation)
- Support and Operate government R&D project
- Keep your team's business operations and activities organized and moving forward
- Communicate with Multinational research teams and Government Authorities (UK, US, Korea, UAE)

Qualifications and Experience:

- Knowledge and/or work experience related in job position
- High initiative and determination to thrive in a fast-paced start-up environment
- Excellent written and verbal communications skills in both Korean and English

Application:

- Please submit your English resume to hgong@dcmedical.co.kr – Applications will be admitted on a rolling basis (only email application will be accepted and short-listed candidates will be notified for an interview)
- Please indicate to use following format for your submission;
Email heading: [Intern] First Name_Last Name (e.g. [Intern] Gildong_Hong)
Resume file name: First Name_Last Name_Phone Number (e.g. Gildong_Hong_010-1234-5678)