

WE ARE HIRING!



Business Development and International Relations Assistant

SLIBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research and development manufacturing platform for the biotechnology business.



Responsibilities

- Responsible for assisting in key strategic, business development and marketing initiatives
- Coordinating with both internal and external stakeholders, local and international
- Development of business proposals, presentations, reports and other documents
- Coordinating between clients and support departments towards achieving the company targets
- Implementing the marketing strategies and channels
- Managing and coordinating organizational events
- Researching international grant opportunities for biotechnology research and events

We are looking for

- Fully or partly completed Bachelor's Degree / Professional Qualification a background in science would be an added advantage
- Approximately one year's of work experience

Competencies and Skills

- Fluency in English and Sinhala with good presentation skills and be confident in speaking in public
- Ability for report writing, and documentation
- Ability to interact effectively with colleagues and departments across the organization
- Flexible and adaptable to changing priorities, meeting deadlines, and working well under pressure
- Keen to get into the sharp end of business with the ability to develop solutions to complex problems which require the use of ingenuity, innovation, and creativity
- Computer Literacy
- Exceptional organizational skills.

Please email your CV including two non-related referees, mentioning the position in the subject line, before
14th October 2025

E-mail: slibtec@gmail.com