WE ARE HIRING!



Business Development Assistant

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

We are looking for:

- A completed Bachelor's degree or an equivalent professional qualification in any discipline
- Prior exposure to business development, marketing, administration, or coordination would be an advantage (approximately one year preferred)
- A background in Science, Biotechnology, Life Sciences, or a related discipline would be highly desirable

Responsibilities:

- Assist in identifying potential business opportunities, prospective clients, and strategic partners
- Conduct market research and gather information on potential clients and emerging market trends
- Promote SLIBTEC's products, services, technologies, and research capabilities
- Develop and maintain relationships with clients, industry partners, and other stakeholders
- Coordinate with relevant internal departments to facilitate business development activities and ensure smooth operations
- Support technology commercialization, technology transfer, and industry collaboration
- Prepare, maintain, and organize files and documentation, including business proposals, reports, presentations, correspondence, and other related documents
- Organize and coordinate meetings, workshops, seminars, conferences, and other events
- Support the implementation of business development plans and promotional activities

Competencies and Skills:

- Excellent command of written and spoken English, with strong report-writing, drafting, and documentation skills
- Outstanding communication, interpersonal, presentation, and networking skills
- A dynamic, outgoing, confident, and personable individual with the ability to interact professionally with diverse stakeholders
- A pleasant and professional manner, with the ability to build rapport and establish positive working relationships
- Strong organizational, administrative, coordination, and multitasking skills, with attention to detail
- A strong interest in business development, marketing, and the commercialization of scientific research and innovations
- Skilled in preparing engaging and professional presentations and confidently delivering them to diverse audiences
- Proficiency in MS Office applications. Knowledge of graphic design software, AI tools, and digital communication platforms would be an added advantage
- Capable of working independently and collaboratively as part of a multidisciplinary team
- Ability to work effectively under pressure, manage competing priorities, and meet strict deadlines
- Willingness to travel for meetings, events, client visits, and other official engagements

Please email your CV with two non-related referees, mentioning the position in the subject line, before 22nd November 2026

E-mail: slibtec@gmail.com

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