

Specialist



About UMP

UMP wants to rebuild the healthcare industry and change the way individuals think about taking ownership of their health. You will be working with passionate, mission-driven people who are continuously contributing to the growth of the healthcare system in Hong Kong and China.

Responsibilities

- Support doctor training program development and logistics
- Maintain relationship with clients and government officials to explore business opportunities across Hong Kong and China
- Conduct market research and statistics analysis
- Coordinate clinic chain development, construction and operation
- Support and maintain training system, corporate website, social media and telemedicine platforms
- Assist in event planning
- Prepare presentations, news articles, and marketing materials

Requirements

- Bachelor holder in Business Administration, with 1-2 years relevant experience
- Fresh grad (including IANG) welcome with relevant internship experience
- Possesses a strong skill set of problem-solving, negotiation, presentation and communication
- A team player that is highly sociable and responsive
- Willing and able to travel regularly for work
- Proficiency in Microsoft Office and Chinese word-processing
- Good command of spoken and written English and Chinese, including Mandarin
- **Immediate available is highly preferred**

Learn More

Start a conversation with us immediately and learn how you can positively impact and play a role improving healthcare in Hong Kong. Curious? To learn more about us and the work we do, visit our company page www2.ump.com.hk

To apply, submit application to Ms. Louise Lau at louise.lau@ump.com.hk.



Accounting Executive

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Responsibilities

- Assist in daily accounting operations, annual audit and other reporting exercises
- Work on month-end closing of group accounts and ensure to submit in a timely manner
- Perform commission computation and related accounts maintenance
- Support Account Payable operations

Requirements

- Bachelor holder in accounting and finance, with 1-2 years of accounting experience
- Fresh grad welcome with relevant internship experience
- Proficiency in Microsoft Office and Chinese word-processing
- Experience is using SunSystem is a plus
- Detail-minded, fast paced and positive to chase tight deadlines
- Good command of spoken and written English and Chinese, including Mandarin
- **Immediate available is highly preferred**

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