



## **XPhase Pharmaceuticals Inc.**

XPhase Pharmaceuticals Incorporated, based in Toronto, Canada, is a fully integrated global pharmaceutical company committed to making a major positive impact on the lives of people with serious diseases by developing and commercializing a portfolio of new chemical entities designed to address the medical needs of patients.

In order to compliment the pre-clinical research capabilities in China, with the extensive North American clinical research expertise in XPhase, our company has implemented the collaborative approach for pharmaceutical co-development between the North America and China.

## **Part-Time (8 hours per week), Technical Writer-Research Assistant**

### **PRINCIPAL DUTIES:**

- Organize pharmaceutical research and experimental data
- Prepare technical reports from experimental data
- Translate pharmaceutical R&D reports between Chinese (Putonghua, Cantonese) and English
- Perform literature search for pharmaceutical research
- Assist in preparation of corporate presentations

### **SKILLS/EXPERIENCE REQUIRED:**

- University undergraduate student pursuing B.Sc. degree in Canada (preferably in related life science areas, such as pharmacology, toxicology, chemistry, biochemistry, microbiology, pharmaceutical sciences)
- Rapid data entry and typing skills in English and Chinese
- Solid knowledge of Microsoft Office (e.g., Excel and its graphing functions, MS Word, PowerPoint)
- Good interpersonal and communication skills (both verbal and written in English, Chinese – Putonghua, Cantonese), teamwork and organizational skills.

Please forward your resume in Chinese and English, in confidence, to [hr@xphasepharma.com](mailto:hr@xphasepharma.com)

**ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED**