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Marketing Specialist, China

Employment Type: Full Time

Job Overview:

The Marketing Specialist will be responsible for executing marketing activities to drive customer acquisition and improve brand awareness of Scilligence in China. The Marketing Specialist will report to the Senior Marketing Specialist and act as a liaison between the Marketing & Sales teams in China and the US.

Job Description/Tasks:

- Collaborate with Sales and Marketing teams in the US and China to understand goals and help develop marketing campaigns
- Manage the development of marketing communications for China — including marketing collateral, white papers, articles, web and email content, sales presentations, and PR, among others
- Manage the lead flow into Scilligence PMF and ensure appropriate support materials to help drive opportunities through the sales funnel
- Research new marketing trends and opportunities as well as collect industry information
- Plan and implement online and offline marketing activities
- Manage social media and online presence in China including company website and WeChat.
- Plan and create engaging digital content to increase website traction and followers on our social channels

Requirements

- Bachelor's degree in Business, Marketing, Communication, Arts preferred
- Creative and comfortable with writing and graphic design
- Proactive, detail-oriented, and organized
- Strong communication skills (written/verbal)
- Bilingual in English and Chinese.
- Experience in the Life Sciences a plus

Administrative Assistant, Cambridge, MA

Employment Type: Full Time or Part Time

Job Overview:

Scilligence, a rapidly growing company, is currently seeking an Administrative Assistant to join its Cambridge team. This person is required to utilize his or her technical and organizational skills and perform at a high level as part of a dynamic team. He or she will have a proven ability to independently manage multiple tasks and responsibilities with competing priorities and deadlines, screen and prioritize communications and opportunities from external and internal sources, as well as organize and maintain administrative processes. Must be able to maintain strict confidentiality of corporate information.

Responsibilities:

- Maintain office logistics
- Help with HR process, including screening candidate, arranging interview etc.
- Help Senior Executives schedule appointments, arrange priority tasks
- Other duties as assigned
- The above areas of responsibilities are not exclusive and may continue to evolve.

Skills:

- Minimum 2+ years of experience providing support for Senior Executives
- Proficient computer skills and in-depth knowledge of relevant software
- Technologically savvy
- Must be able to multi-task; work independently; anticipate and react to changes, and be able to keep your Executive on schedule
- Skilled at communicating effectively, both verbally and in writing, with a wide range of stakeholders
- Knowledge of standard office administrative practices and procedures
- Ability to prioritize and organize competing responsibilities and deadlines
- Bachelor's degree preferred
- Proficient in English, and mid-level in Chinese

Key Competencies:

- Must be detail oriented with a high degree of accuracy
- Excellent organizational and planning skills
- Excellent information gathering and monitoring skills
- Impeccable ability to maintain strict confidentiality of corporate information
- Ability to effectively interact with staff and clients at all levels in a fast-paced environment, with a high-level of professionalism
- Must be comfortable with multi-tasking, able to manage multi-step procedures, handle frequent interruptions in workflow and prioritization in a fast-paced environment
- Exhibits professionalism and composure in stressful situations and in meeting short deadlines

Software Engineer, Cambridge, MA

Employment Type: Full Time

Job Overview:

We are looking for a software engineer to join our Cambridge team in Massachusetts. The primary role of this position is to work with our R&D team to design and develop cheminformatics and bioinformatics software applications.

Responsibilities:

- Develop scientific web applications
- Communicate with customers to confirm that implementation meets their expectations
- Work with the support team to solve issues

- Help sales team to understand customer needs and propose solutions

Basic Qualifications:

- 2+ years of experience in enterprise software development
- 2+ years of professional experience working with ASP.NET, C#, SQL Server
- 2+ years of experience in JavaScript development
- Experience with JavaScript Frameworks (jQuery, Dojo)
- Experience in Web Services (SOAP or REST)
- Strong verbal and written communication skills
- Self-motivated and ambitious
- BSc, MSc or Ph.D. in Computer Science, Chemistry, Biology, Pharmaceuticals or related technical field

***Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States and with Sciligence (i.e., H1-B visa, F-1 visa (OPT), TN visa or any other non-immigrant status).**