

Mandarin Communications Specialist & Legal Assistant (Full Time)

F1 Oncology is a biotechnology startup focused on developing CAR-T therapies for the treatment of cancer. The company is rapidly growing with operations in Shanghai, Shenzhen, San Diego, Grand Cayman, and West Palm Beach, Florida.

Working out of the headquarters in West Palm Beach, the candidate will be responsible for translation and interpretation activities to facilitate business, legal, scientific, and medical communications among F1's sites and with its partners. The candidate will also be responsible for reviewing and negotiating small agreements.

Duties will include:

- Translate business, legal, scientific, and medical documents between Mandarin and English
- Travel with senior management to provide interpretation services
- Draft (from templates), review, and negotiate contracts including confidentiality, material transfer, employment, and other small agreements
- Manage a database to track agreements and compliance with terms
- Additional duties and responsibilities will be assigned commensurate with the candidate's background and skillset

Minimal requirements:

- 3+ years experience in translation and interpretation
- Outstanding written and verbal communication skills in both Mandarin and English
- Mastery of legal contract terminology in Mandarin and English, and knowledge of industry-specific terminology in at least 2 areas selected from patents, finance, biotechnology, and healthcare
- Ability to explain cultural concepts to avoid miscommunication, and to act as a cultural broker
- 1+ years experience reviewing and negotiating confidentiality agreements
- Ability to travel domestically and throughout China on short notice for up to ~14 days at a time (travel 10-30%)
- Excellent software and computer skills, including a strong working knowledge of Microsoft applications (including Office, PowerPoint, and Outlook)
- Ability to quickly adapt to changing work priorities and meet tight deadlines
- Enjoy working in a challenging and fast-paced environment
- Independent and motivated; ability to work and thrive in a small company / startup environment

Additional desirable skills and experience:

- JD, paralegal certificate, or other formal legal training
- Experience working at a law firm or in a legal department
- Experience working with a biotechnology or pharmaceutical company

Benefits offered include: Health, dental, vision, life, paid vacation and sick leave.

Please contact Gregory Schreiber at gschreiber@f1oncology.com

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, marital status, disability status, protected veteran status, or any other protected class.

Job Type: Full time