

Company Name: NEAR Brain HK Limited

Company Website: <https://www.nearbrain.com/>

Position: Business Support Specialist

Posting Date: 5 Aug 2026

Job Description:

Position Overview

Following our selection for the HSITP program, we are seeking a Business Support Specialist to support the overall operations and administration of the company's Hong Kong office at HSITP.

This role will support day-to-day business operations, including administration, HR, accounting, coordination, and partner communication, while helping ensure smooth operation within Hong Kong's startup and innovation ecosystem. The ideal candidate is detail-oriented, adaptable, and comfortable working in a fast-paced global healthcare AI startup environment.

Responsibilities

- Support overall business operations, including HR, general affairs, accounting, and finance
- Assist with HR operations, including recruitment, onboarding, offboarding, attendance management, and employee records management
- Manage general affairs tasks, including office supplies, company assets, contracts, and office environment management
- Support accounting and finance-related tasks, including expense reimbursements, supporting documents, invoices, and payment records
- Assist with documentation related to business planning and business development
- Support communication with domestic and overseas partners and coordinate business meetings
- Coordinate meeting schedules, prepare meeting minutes, and follow up on action items

Requirements:**Qualifications**

- Bachelor's degree or higher
- Entry-level candidates or candidates with 3+ years of relevant experience
- Basic understanding of business support, operations support, HR, general affairs, accounting, or finance
- Proficiency in MS Office and business documentation
- Ability to work in Korean
- Strong communication and coordination skills
- Detail-oriented, responsible, and able to manage tasks accurately

Preferred Qualifications

- Ability to communicate in English, Chinese, or Cantonese
- Experience related to Hong Kong or China, including work, study, or residence experience
- Experience supporting overseas partner communication or global business operations
- Experience in medical devices, digital healthcare, medical AI, or related healthcare business fields
- Experience working in a startup or global business environment

Application method:

Please send your resume to: ymqymq411@nearbrain.com

