

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ASSISTANT, PROCESS DEVELOPMENT
JOB NUMBER	3774
NUMBER OF POSITION/S	1
NOC CODE	1241
CLOSING DATE	2020-09-30
LOCATION	Winnipeg, MB
ACCESSIBLE BY TRANSIT	No
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	The Assistant Process Development is responsible for supporting the Process Development Department in achieving its organizational goals, performing a variety of administrative and laboratory activities.
JOB DUTIES	<ul style="list-style-type: none"> <li>-Aid in coordinating service requests, purchase requisitions, memberships/subscriptions</li> <li>-Coordinate travel and prepare expense reports</li> <li>-Support preparation of professional communications, reports and presentations</li> <li>-Maintain department calendar and liaise cross-functionally for coordination of activities</li> <li>-Monitor, order and receive laboratory supplies</li> <li>-Perform laboratory maintenance including general lab cleaning, equipment cleaning/maintenance and disposal of waste</li> <li>-Perform verifications for lab equipment</li> <li>-Assist with receipt/installation of new equipment</li> <li>-Prepare solutions as per defined instructions</li> <li>-Follow appropriate standard operating procedures (SOPs), safety and biosafety procedures</li> <li>-Contribute to continuous improvement and regulatory compliance within the department</li> <li>-Perform other tasks as assigned including general facility support</li> </ul>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> <li>-The completion of post-secondary education in Administration or scientific related field, accompanied by 2 to 4 years of relevant work experience; or a combination of relevant education and experience.</li> <li>-Experience or knowledge of scientific terminology or experience in a laboratory or pharmaceutical environment would be an asset.</li> <li>-Ability to prioritize work from multiple sources.</li> <li>-Keen attention to detail with a can-do disposition.</li> <li>-Strong English language abilities, both oral and written.</li> <li>-Ability to work collaboratively and with a team in reaching tight deadlines.</li> </ul>

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<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	-Technical Skills : Computer skills in Windows Platform, electronic file management, Microsoft Word, Excel, PowerPoint, Outlook, experience with SAP an asset.
<b>APPLICATION PROCESS</b>	Send targeted resume Apply through your CC
<b>APPLICATION DETAILS</b>	Please kindly send your TARGETED resume to your CAREER COACH via email. Please indicate the job number and the title in your application.
<b>JD</b>	Chris Brown