



# THE CENTER FOR AQUACULTURE TECHNOLOGIES CANADA

## Business Development Assistant

The Center for Aquaculture Technologies is seeking a motivated individual to support the Executive Vice President of Research and the Senior Manager of Business Development in all aspects of the Business Development Department. As a valued member of this results-driven team, the successful candidate will fulfil an integral role in helping to ensure the Business Development Department meets its annual targets.

### Responsibilities will include, but are not limited to:

- Providing administrative support through internal and external communication and management of the Business Development travel calendar
- Assist in the preparation and submission of grant applications
- Assist in the preparation of customer quotes and contracts
- Prospect research of potential customers and new markets
- Data entry and database maintenance
- Assist with monthly sales reporting
- Assist in the coordination of marketing opportunities
- Maintaining the inventory of marketing material
- Aid in content development for various marketing channels (website, social media, print media)

### Qualifications:

- An undergraduate degree or diploma in a relevant field
- Strong attention to detail and organizational skills
- Flexible and willing to take initiative; able to handle multiple, shifting priorities
- Full professional proficiency in English including written and oral communication skills
- Proficient in working with databases (CRM) and productivity tools (Word, Excel, PowerPoint, etc.) with an aptitude to learn other tools and applications quickly
- Previous experience in marketing or sales and/or the bioscience industry would also be considered an asset

CATC offers a competitive salary and benefits including group health care and retirement savings plans.

Please send CV/Resume and provide the contact information for three references to: [info@aquatechcenter.com](mailto:info@aquatechcenter.com) with 'Business Development Assistant' as the subject line.