



BioVectra Inc. is a leading bio-science business in Prince Edward Island and Nova Scotia, focused on contract manufacturing and product development of active pharmaceutical ingredients, pharmaceutical intermediates, and bioreagents.

BioVectra Inc. has an opening for a **Procurement Student**. This is a term position (May-August) located in Charlottetown, Prince Edward Island

The candidate will be responsible for:

- Working with the Category Management team members on assigned projects.
- Sourcing materials or services.
- Performing data entry, electronic record maintenance and report distribution work associated with various procurement activities.
- Supporting the stock code set up process.

The successful candidate for this position should have:

- Must be currently enrolled in a post-secondary science, engineering, or business program.
- Proficiency in Microsoft Office
- Excellent interpersonal skills, attention to detail and a high level of accuracy
- Effective communication, organizational, and time management skills.
- Ability to work individually with minimal supervision in a multi-task environment.

To participate in a student work placement you must:

- Be registered in a full-time or part-time post-secondary program that includes work placements/internships/practicum;
- Be a Canadian citizen, permanent resident, or person with refugee protection given under the law;
- Be legally able to work in Canada according to the laws and regulations of the province or territory where you live.

BioVectra offers a competitive salary and benefit package. Interested candidates are asked to apply by choosing the “Apply Now” button at www.biovectra.com.

Closing Date: March 10th, 2021

Individual accommodations due to a disability are available upon request for candidates taking part in all aspects of the selection process. All qualified applicants will receive consideration for employment without regard to age, race, religion, ethnicity, gender, disability, citizenship status, marital status, actual or perceived sexual orientation.

BioVectra is committed to creating an inclusive environment and building a team that represents a variety of backgrounds, perspectives, and skills. We value diversity and recognize that experience comes in many forms and skills are transferable. Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, apply!

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.