

Logistics/Office Manager

Chinova Bioworks - Charlottetown, Canada

Start date: **January, 2022**

Number of openings: **1**

Application closing date: **December 1, 2021**

Salary: **Commensurate on experience**

About Chinova Bioworks:

Chinova Bioworks uses the power of mushrooms to protect food and beverage products from spoilage. Our natural, clean-label technology reduces the reliance on artificial ingredients & improves quality, freshness and shelf-life encouraging healthier long-lasting products, increased customer satisfaction, and reduced food waste.

About this role

This role is focused around the manufacturing operations of the business and will manage shipping, inventory, and administration at our production facility in Charlottetown, PEI.

Job Description:

- Assist in development of planning and scheduling for our manufacturing processes
- Plan and coordinate global shipping
 - Shipping small parcels using Canada Post and FedEx
 - Organizing the paperwork for large freight shipments
- Inventory management
 - Recording incoming raw materials
 - Ordering raw materials and maintaining an inventory
- Organizing production related documentation and maintaining a filing system for record keeping
- Printing product labels
- Maintaining work logs of on site employees, scheduling vacation days
- General office cleaning and organization
- Answering mail

Required Skills:

- Relevant Bachelor's Degree/Technical Diploma or combination of relevant work experience
- Proficient in Microsoft Excel
- Understanding of Google Workspace
- Excellent communicator and team player
- Analytical thinking skills
- Excellent organizational skills
- Able to multitask and handle multiple items at once

To Apply:

Email a current resume to info@chinovabioworks.com prior to December 1st, 2021