



POSITION: Research & Development Lab Assistant

REPORTS TO: R&D and New Product Development Manager

SALARY: Compensation commensurate with education and experience

TERMS OF EMPLOYMENT: Permanent - Full Time

LOCATION: Charlottetown, PE

We are the proud makers of Honibe® natural health products- the only pure solid honey products in the world scientifically proven to retain all of honey's naturally occurring health benefit.

The R&D Lab assistant will work under the direction of the Innovation manager to ensure the smooth operation of the lab and documentation processes. The role requires extensive collaboration within R&D groups as well as with other departments (i.e., Operations, Quality) to effectively deliver business results. If you want to be part of keeping Island Abbey Foods on the leading edge of new product development, we want to hear from you.

KEY RESPONSIBILITIES

- Support project work on all R&D projects, including new innovation
- Manage ingredients and raw materials, including documentation and specifications
- Maintain documentation on equipment and training
- Make product prototypes
- Conduct analytical testing
- Manage shipments and receiving of R&D products
- Maintain databases of Purchase Orders, Receipts, etc.
- Perform calibration of equipment
- Manage stability programs and organization of results



QUALIFICATIONS

- Diploma in Bioscience or food related diploma preferred
- Knowledge of Office 365 and SharePoint an asset
- Project management basics
- Experience with manufacturing or production processes and procedures is an asset
- Must be a detail-oriented problem-solver
- Excellent organizational, time management and prioritization skills
- Effective written and verbal communication skills
- Must be able to provide clear instructions to team of technicians
- Comfortable working in a fast-paced environment and flexible to adjust to evolving business needs
- Maintain collaborative working relationships within R&D, and with Operations, Quality, and International teams
- Maintain positive relationships with external customers and suppliers
- Must utilize proactive planning to identify and solve any potential risks to prevent issues with quality or production

OTHER

Must have proof of eligibility to work in Canada

PHYSICAL ASPECTS OF POSITION (INCLUDES BUT IS NOT LIMITED TO)

This position requires the ability to:

- Sit for an extended period
- Occasionally be present in manufacturing environment which can be noisy, hot, cold and require personal protective equipment

HOW TO APPLY

For consideration, applicants must email resume to: HR@honibe.com prior to **November 26, 2021**. Please include your CV and a Cover Letter that clearly demonstrates how you meet the criteria outlined above.

We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.