

RPS Biologiques – Administrative & Operations Assistant

About the Company

RPS Biologiques Inc. is a Canadian owned and operated company based in Charlottetown, Prince Edward Island. RPS Biologiques develops, produces, and sells natural health products for Aquaculture, Animal, and human health applications. We target critical problems in disease prevention and control with our innovative solutions using cutting edge technology. We promise to deliver sustainable and novel solutions in the biotechnology sector. Our vision is to create a balance between health, technology and nature in a sustainable and innovative way.

Position Overview

RPS Biologiques has an immediate opening for a permanent full time Administrative & Operations Assistant located in Charlottetown, Prince Edward Island. The primary focus of this role is supporting the day-to-day operational and administrative activities required by the business. This position reports directly to the CEO.

Responsibilities

Responsibilities may include, but are not limited to:

- Office administration, scanning and filing, record keeping and basic bookkeeping
- Record customer purchase data and organize materials for trade shows
- Handle courier shipments and answer phone calls, take messages
- Order supplies
- Apply basic GMP practices and QA/QC procedures and follow and update standard operating procedures (SOPs)

This position requires a high level of flexibility and may expand into more sales or accounting focused job duties as RPS Biologiques business grows and evolves. It is essential that the Administrative & Operations Assistant demonstrates reliability, a strong work ethic, organization, good judgment, multi-tasking skills, excellent time management, and attention to detail. This position requires excellent written and oral communication skills, as well as strong problem-solving and decision-making abilities.

The preferred candidate's education and/or experience should include a business or science focused degree or diploma and/or related work experience, including in-depth knowledge and use of Microsoft Outlook, Excel, and PowerPoint.

How to Apply

To apply for this position, please submit your resume with cover letter to info@rpsbiologiques.com with "Administrative and Operations Assistant" in subject line. Only those selected for an interview will be contacted. RPS Biologiques offers a competitive salary ranging from \$38,000 - \$45,000 with benefits.