



Project Coordinator

Do you want to work in a critical role with a rapidly growing company that won the 2021 Lethbridge New Business of The Year Award? Want to make a real impact while developing your abilities? Are you able to work on a team, demonstrate a balanced skillset and overcome obstacles while having fun? Then welcome to Blue Sky Analytical Labs! We are building a company that gives our staff room to learn and grow. We aim to create an incredible experience for employees and customers alike. Our staff is our strongest asset, we created a work environment that employees can thrive in. If you succeed, we succeed.

About the Company:

Blue Sky is a privately owned and run lab testing company operating in a strategic alliance with the University of Lethbridge. Our focus is regulatory testing for the cannabis industry, and we hold a testing license with Health Canada. We leverage space and equipment in the newly constructed, 413,000 square-foot Science Commons building. From this state-of-the-art facility, Blue Sky uses cutting-edge equipment, scientific methods, and minds to fulfill the needs of industry. We focus on providing exceptional laboratory analytics for a variety of industrial, agricultural, and academic clients in Southern Alberta and beyond.

Mission:

Blue Sky Labs is focused on providing regional solutions with fast, reliable, and local laboratory testing. We believe that southern Alberta will benefit from a first-class analytical laboratory, dedicated to the needs of the municipalities and businesses that make up our region.

Job Title: Project Coordinator

Job Description:

- We're looking for someone who can connect our business with our customers.
- The incumbent will Prepare & analyze market research data with a focus on the cannabis industry, analytical services required, market size and how services can be impacted by regulatory requirements.
- Organize qualitative & quantitative research projects and present findings to directors and shareholders.
- Provide technical support to the sales function by preparing potential client lists
- Manage the company's social media presence.
- Assist corporate team with business development and administrative tasks as required.

Skills & Qualifications:

- Excellent oral and written communication skills.
- Able to work effectively independently and with others to ensure projects are completed on time.
- Currently enrolled in a university business program, University of Lethbridge preferred.



BLUE SKY

ANALYTICAL LABS

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- Skills in Adobe or other graphics design preferred.
- We're looking for someone who can bring passion and enthusiasm to our team.
- Due to Funding requirements this role is restricted to Canadian citizens who are Alberta Residents under the age of 30 who are full or part-time students enrolled with an Alberta Post-Secondary institution. Please note, international students are not eligible for funding.

Resumes must be sent by **December 9, 2022**, to Ross Tisdale at ross@blueskyanalytics.ca. We encourage you to apply ASAP!

We thank all applicants, however, only candidates selected for an interview will be contacted.

This position will be for the Spring 2022 term (January to April 2022), exact start dates can be flexible. The work schedule is full time Monday to Friday 9-5 (can be flexible). Rate of pay is \$17- 20/hr depending on the applicant.

If this sounds like a good fit for you, please apply. We hope to hear from you!

Ross Tisdale

President/CEO

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