

KASTx VENTURES

About Us:

KASTx Ventures is a full-service biotech accelerator and advisory firm with a vision of turning today's best science into tomorrow's best ventures. KASTx is working with world-leading start-up biotechnology companies with a shared vision to have a positive and sustainable impact globally, focusing on the areas of health, technology, and environmental sustainability. Based in Calgary and Edmonton, we have established a team of scientific and business experts with national and international networks to accelerate company growth from formation to full commercialization. We provide the people and resources needed to turn disruptive ideas into reality to make the world a better place. KASTx currently has 7 portfolio companies spanning the areas of drug discovery and pharmaceuticals, digital health program and tool development, and AgTech.

Check out our website for more information on our company: <https://kastxventures.com/>

*Please note: Student applicants **must be residents of Alberta** currently enrolled in or a recent graduate (previous 12 months only) of a post-secondary institution in an undergraduate, graduate or post-graduate degree program. International students are not eligible for this program.*

Job Title: Operations Analyst (Intern)

Job Description:

We have three areas of recurring activity that need optimization centred around process and information management:

- 1) Non-dilutive capital
- 2) Pipeline management
- 3) Program management

We need to make information easily accessible and manageable to reduce production time and increase speed of delivery. These are important for operating KASTx and our portfolio companies.

The Operations Analyst intern would first understand our current processes and structures through observation and participation, exposing both what works and pain points. They will then identify opportunities to better utilize our tools and integrate them. Finally, they will propose and implement a course of action, including testing and optimizing.

Outcomes would include improved information management using existing/new tools and templates, improved integration, faster throughput and reporting through automation, and repositories of information.

Qualifications:

- Strong business writing skills that utilize clear and concise language
- Attention to detail and accuracy in observing and documenting actions and outcomes
- Ability to integrate information flows to support reporting and decisioning
- Capability to structure recommendations, including problem, solution, and cost/benefit analyses of options
- Ability to establish and maintain cooperative working relationships
- Willingness to learn how to utilize and maximize digital tools to drive efficiency
- Skilled with Microsoft 365, including Excel, PowerPoint and SharePoint
- Familiarity with CRM, project management tools, ChatGPT, and automation tools is helpful
- Business students completing a Bachelor of Commerce is preferred, however other disciplines will be considered

Applications open until a suitable candidate is found.

Anticipated start date: May 1, 2023

Location: Remote

Hours: Monday to Friday from 9:00 am to 5:00 pm (with flexibility due to remote working environment)

Working at KASTx Ventures

Working at KASTx Ventures will give you the unique opportunity to work with companies in multiple areas of the biotechnology industry, founded by award-winning scientists. Our work is dynamic and constantly evolving within a personable and encouraging team.

Please send your cover letter and resume, stating why you're a good fit for our team to the following contact:

Attn: Christian Idicula
Chief Operating Officer
careers@kastxventures.com

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