

Internship Opportunity (Fall 2023)

Company Bio:

Biohubx is an industry-facing not-for-profit organization providing space, equipment and ecosystem resources to companies advancing technologies in the life sciences in the areas of health, wellness and performance. We are a critical component of the life science ecosystem in Alberta for companies addressing new and expanding markets. Through our turn-key facilities and network we help grow small companies at a critical stage of expansion and attract new companies to Calgary. Biohubx provides significant support in the areas of facility acquisition and setup, regulatory and quality certification, supply chain, and capital raises.

We are looking for a student who is passionate about the life sciences, interested in business/office work, coding, technical lab work, and quality and regulatory affairs compliance.

See <https://www.biohubx.com/> for more information about our company.

Due to funding source student applicants must be residents of Alberta currently enrolled in a post-secondary institution in an undergraduate, graduate, or post-graduate degree program. International students are not eligible for this program.

Job Title: Operations Coordinator

Time Commitment: Full-time, 40 hours per week

Location: in-person (hybrid possible)

Start and End Date: September 4th, 2023 to December 15th, 2023

Closing Date: Resumes and cover letters must be received by August 18th, 2023 to: dayna@biohubx.com

Job Description:

- Support Biohubx and start-ups to streamline and improve their day to day operations and logistics
- Update, optimize, and manage Biohubx's CRM system
- Support Biohubx event creation and marketing efforts
- Create code and manage database for ecosystem mapping project
- Provide support for program creation to support start-ups
- Assist in the preparation of reports for external stakeholders
- Provide occasional laboratory support
- Work with Director of Business Development to investigate new avenues of business and testing
- Work with incumbent companies to garner experience in each of their respective areas (e.g., diagnostics, nanotechnology, health platforms)
- Create program or system to efficiently stay updated with the broad membership
- Strategize to increase membership
- Support program creation/maintenance for GAITS software

Skills and Qualifications:

- Excellent oral and written communication skills
- Currently enrolled in a biotechnology-focused program within an Alberta post-secondary institution
- Experience with operations and logistics
- Quick learner and able to work with minimal supervision
- Strong administrative skills and able to provide excellent customer service

Company Contact: Dayna Neilson, Business Systems Integrator; dayna@biohubx.com; 403-740-3103

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

