

Position: Administrative Assistant

Reporting to: Director of Operations

About the company: ImmunoCeutica is founded based on the goal of Empowering Immunity Naturally through research, education, products and solutions that align with the emergence of Functional Health initiatives. Founded by a group of highly regarded immunologist, virologists, immune toxicologists from the University of Guelph the company presently still at a pivotal point in its timeline with product moving into retail and a pilot underway with new technology.

This position reporting to the Director of Operations is a support position designed to support coordination and follow up of meetings and action items identified through weekly reporting and meetings. The following are key roles for the position

- Set up and facilitation of weekly team meetings
- Maintain and follow up with individuals on action items on a weekly basis
- Maintain and distribute all documentation from meetings
- Support Director of operations as directed to ensure execution of business
- Identify and streamline administrative processes
- Support preparation of materials for Advisory Panel and Board

Skills:

- Strong organizational and time management skills
- Strong written and verbal communication skills
- Ability to direct action items to appropriate personnel and ensure work is being done in a timely manner
- Microsoft program experience (word, excel, powerpoint)

For questions or to apply for this position, please email our Board Chair, Don Moore at:
don.moore@immunoceutica.ca