

Position: Director of Operations / Operations Lead

Reporting to: Board of Directors / Advisory Panel

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 board chair is to provide oversight on the day to day operations of the business and the central point of contact for the operational Pillars and with the following core function

- Financial and HR oversight to ensure both reporting compliance with Board of Directors and Regulatory bodies as required while holding team accountable for execution of important targets and action items. Ensure agreements are in place and managed accordingly
- Sales & Marketing: provide guidance and ensure execution of defined objectives and identify and support strategic changes necessary to meet objectives. Provide a resource to the sales and marketing team to answer questions and make critical decisions
- Operational oversight: ensure the organization is operating within its financial means while optimizing resources to deliver results. Concurrently provide support and take initiative to move SOP's forward and as funds are available lead the execution of new business opportunities
- Strategic: as and when necessary, support the Board and its advisory panel to provide necessary information and materials to support potential new investment, business opportunities and joint ventures

Skills:

- Demonstrated ability to establish and maintain effective processes and drive efficient decision making
- Willingness to learn and grow from strong advisory panel and support the reporting requirements in a timely manner
- A strong understanding of sales and marketing related to growth in a start up scenario as a core asset
- Willingness to lead a scientific team and keep everyone focused and on task to meet budget expectations
- A general understanding of accounting principles, board / shareholder reporting and governance (including administration of Unanimous Shareholder Agreements and By Laws)

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