



The promise of **growth**

Business Administrative Assistant

Location: ***Kingston, Ontario***

Description:

Biotechnology Company is looking for a highly motivated individual to fill the Business Administrative Assistant role. The qualified candidate will report directly to the CEO, use independent judgement and initiative in the planning, organization and performance of responsible and confidential work.

The position will include but is not limited to the following duties.

- Identify and apply for external funding programs for company employees;
- Conduct business intelligence analysis;
- Coordinate, design, revise and maintain overall office systems for records and documents related to company operations;
- Carry out routine HR functions such as offer letters and managing employee queries;
- Maintain files, materials and information of a confidential nature;
- Arrange appointments, conferences, meetings and maintain master appointment calendar online;
- Compose letters, memos and other written communications on routine matters;
- Perform specialized administrative duties related to operations, including coordination of special events, edit, proofread and correct written materials to ensure correct format, spelling, punctuation and grammar;
- Type correspondence on a variety of general and technical topics from rough drafts and other sources;
- Receive and act upon requests from visitors and telephone callers;
- Assist in the coordination of Board of Director meetings;
- Other general office duties as assigned
- Coordinate complex travel plans

Knowledge:

- Must have excellent written and oral communications
- Standard office procedures and practices, strong ability to handle business correspondence and ability to carry out daily operation of a mid-size office;
- Must have advanced working knowledge of MS Office Suite and Outlook;

Ability to:

- Ability to work under pressure and with conflicting schedules;
- Use good judgment and make independent decisions;
- Plan work and carry through to completion with minimum supervision;
- Edit, spell correctly, use proper English and make arithmetical computations

Experience:

Post-secondary diploma with a concentration in Business Administration, or other related fields.

2 to 5 years' experience in similar duties, e.g. in the role of business administrator, executive assistant, or senior administrative assistant.

Application:

Interested applicants should send their curriculum vitae (including the names of three references) to:

**Human Resources
Performance Plants Inc.
1287 Gardiners Road #2
Kingston, Ontario
K7M 3X9,
Canada**

Email: hr@performanceplants.com. Fax: 1-(613)-545-3618.

Performance Plants Inc. is an equal opportunity employer. Only applicants considered for an interview will receive further communication after their initial application.

Applications will be reviewed as they are received, and the job ad will remain posted until the position is filled.