

Operations Manager – RPC Applied and Experimental Bioscience (AEB)

The Research and Productivity Council (RPC) is NB's provincial research organization providing analytical services and applied research to public and private sector. Formed in 1962, we serve over 1000 clients annually from our locations in Fredericton, St. George and Moncton, New Brunswick. RPC offers a challenging work environment where the work matters. For more information about us, visit our website at www.rpc.ca.

We currently have an opening for full-time **Operations Manager** to manage responsibilities associated with daily business unit functions. The ideal candidate is a capable individual who thrives in a fast-paced environment. A solid bioscience background and strong business acumen as well as exceptional interpersonal skills will ensure success in this role. AEB is a multi-functional area with 35 employees across 3 locations serving clients in microbiology, fish health and forensics. Our office consists of research scientists, biologists and technicians working in both production and project-based ISO accredited laboratory environments. We have grown quickly and are putting the support in place to further support this growth. This role will be a key part of that support.

DUTIES AND RESPONSIBILITIES

- Manage aspects of department administration including timesheet review, pricing services, and purchase approvals. Assist with planning and execution of departmental performance reports.
- Participate in departmental hiring, working with HR to craft advertisements, review resumes, interview, onboarding and training.
- Management of employees including performance feedback, employee relations, approving overtime, attendance administration and more.
- Troubleshooting client and staff related matters when necessary.
- Preparation of quotes and proposals as needed.
- Ensure compliance with RPC quality, labor and safety standards and ongoing improvement objectives.
- Oversight of Standard Operating Procedure reviews and updates as required.
- Identify and implement operational, analytical and administrative process improvements.

REQUIRED SKILLS

- A bioscience background with lab experience
- Business related experience (accounting/marketing)
- Strong proficiency and experience using Microsoft office tools
- Superior organizational skills along with a strong attention to detail
- Effectively multi-task and prioritize in a fast-paced environment
- Post-secondary education, university, college or certification in a relevant discipline to the role
- Exceptional interpersonal skills, including excellent communication skills

This is a full time position with a six-month probationary period. Hours of work are 8:15 to 4:30 Monday thru Friday. Pay range is \$50,000- \$65,000/year. RPC is a progressive employer offering a generous benefit package including Defined Benefit Pension Plan, 3 weeks paid vacation, health and dental benefits, Top Up for Maternity Leave, Wellness Rebates and more.

APPLY

Please email cover letter and résumé to careers@rpc.ca, referencing competition #AEB0320 on or before **March 27, 2020**

*Review of applications will begin **as soon as possible** and will proceed until a suitable candidate is identified. Only those applicants chosen for an interview will be contacted.*

RPC is committed to the principle of employment equity.

