



Labstat International Inc. is an independent, privately owned, analytical laboratory with over 40 years of leading experience in testing all types of non-pharmaceutical nicotine containing products and their emissions, including but not limited to: e-cigarettes, heat-not burn products, cigarettes and cigars.

As a recognized global Centre of Excellence, our team of Scientists and Technicians perform testing for clients around the world in analytical chemistry and in-vitro toxicology, as well as extensive research and method development.

We are currently looking for an **Administrative Assistant, Operations** to join our team and provide support to our Manager, Operations Support.

Duties and responsibilities include but not necessarily limited to:

- Provision of administrative support
- Regular communication with internal project managers and leaders
- Provide assistance with monitoring the flow of samples, analyses and reports.
- Maintenance of accurate and detailed notes relating to project requirements
- Preparation of standard protocols for internal distribution
- Prepare folders containing project descriptions
- Archive of project related documents
- Submission of reports to clients
- Setup of internal projects
- Updates to the database and LIMS
- Other duties as assigned

Qualifications / experience required:

- Completion of post-secondary education in Business/Office Administration
- Previous experience in an Executive support role, client driven role
- Exceptional communication and organization skills
- Ability to work with limited supervision
- Advanced computer skills in MS Office (Excel, Office, Access)

Labstat offers competitive wages, benefits, vacation schedule, training programs and social events.

Labstat values a diverse workforce.

Labstat values Equal Opportunity and embraces diversity. Begin a dynamic and rewarding career by becoming a member of Labstat's team of professionals!

Labstat is committed to meeting the accessibility requirements under the AODA and we invite applicants to contact us for specific requirements.

Qualified applicants should **quote posting # 2018-39** and apply to:

Human Resources; Labstat International Inc.

262 Manitou Dr. Kitchener, ON N2C 1L3

Fax (519) 748-1654

E-mail: hr@labstat.com