



## **Executive Assistant, Scientific Affairs**

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*Iovate is the maker of the MuscleTech family of products and the leader in the sports nutrition, diet and health supplements industry.*

### **Opportunity:**

Iovate has an exciting new opportunity for an **Executive Assistant** to support our Scientific Affairs team. The successful candidate will be responsible for performing day to day administrative tasks and providing support to the following teams within Scientific Affairs: Research & Development, Regulatory Affairs, Quality Assurance and Product Development. Strong communication and organizational skills are needed.

### **Principle Accountabilities:**

- Provide high level administrative support to all Managers by preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings
- File department documents, records and reports
- General office duties such as ordering supplies and lab materials
- Maintain record management systems, and perform budgetary reporting
- Prepare agendas and make arrangements for management and team meetings
- Responsible for compiling and distributing meeting minutes
- Process travel arrangements for team members
- Retrieve scientific journal articles and technical documentation
- Support formulation database functioning
- Other duties as assigned

### **Required Skills and Qualifications:**

- Post Secondary education or equivalent
- Minimum 5 years experience of varied and progressive administrative responsibilities in an executive environment
- Ability to multi task in a dynamic and fast paced environment
- Demonstrates courtesy in dealings with internal and external resources
- Ability to work independently and also to collaborate as a team
- Excellent written and verbal communication skills
- Self motivated, organized and innovative
- Excellent analytical and problem solving skills
- Experience in planning, records management, research and general administration
- Advanced knowledge of MS Office applications and research tools

### **Culture:**

Located in Oakville, we offer a dynamic, progressive, team based environment. We have on-site premium fitness facilities and encourage a healthy lifestyle.

We are interested in learning more about you and appreciate you taking the time to apply in confidence to: [careers@iovate.com](mailto:careers@iovate.com)

***Iovate Health Sciences Inc. is an equal opportunity employer***

Advertised through the Association of Administrative Assistants website: [www.aaa.ca](http://www.aaa.ca)