

## Director of Operations, Virica Biotech

### *About Virica*

Virica Biotech, Inc. is a young, hyper-growth biotechnology company. Our technology reduces the cost of goods for vaccine and gene therapy manufacturers and improves the efficacy of gene therapies and oncolytic virus therapies. We are keen scientists and energetic business leaders, looking to build a nimble company with solid roots. Check us out at [www.viricabiotech.com](http://www.viricabiotech.com).

### *About the Role*

This position will provide strategic and managerial oversight of non-scientific operations of the company. This includes, but is not limited to: human resources, procurement, inventory, asset management, IT/IM and infrastructure. This role is responsible for working closely with and providing corporate support to technical and sales teams.

### *Requirement Qualifications*

- Minimum of seven years experience in managing corporate enterprise-wide strategies, budgets, and human resources.

### *Requirement Skills*

- Strong management and supervisory skills; Ability to lead and mentor others.
- Ability to exercise judgment and manage complex interteam collaborations.
- Above average communication and writing skills.
- Strong organization skills and ability to prioritize well while working on multiple projects.
- Energetic approach to new challenges and high self-motivation.
- Ability to work independently and as part of a virtual team.

### *Key responsibilities will include but are not limited to*

- Develop and execute operational plans that support executive strategic goals and promote corporate growth targets.
- Accountable for ensuring strong and effective human and physical resources that promote and enable science and sales growth. Including, but not limited to: health, safety and wellbeing programs and compliance; facility oversight; supply chain management; asset management and procurement; IM/IT infrastructure.



- In collaboration with Legal and Business Manager, accountable for regulatory, contractual and internal corporate compliance.
- Accountable for Virica's product inventory management in collaboration with the Product Development team.
- Accountable for shipping and receiving, brokerage and landing/transportation logistics.
- Work collaboratively and effectively with all team leads and the executive team.

### *Working Conditions*

The successful candidate will be required to work in Ottawa, Ontario. The Employee shall supply their own mobile phone. Virica will provide a laptop and required computer software for the duration of the employment term.

### *Compensation*

Commensurate with experience, with generous benefits package and company options, family leave provisions, and opportunities for professional development.

### *Contact*

[info@viricabiotech.com](mailto:info@viricabiotech.com)

Only candidates that best match the job description will be contacted. However, we thank you for your interest and invite you to visit our website for future opportunities should we not move forward with your candidacy for this role.