

JOB POSTING - **Director of Operations** at Coloursmith Labs Inc.

Company biography

Based in Halifax's Innovacorp Enterprise Centre, Coloursmith Labs Inc. is a developer of high-value technologies for the vision care industry. Our mission is to revolutionize vision care with cutting edge advancements in material science.

Job purpose

The Director of Operations performs a critical role in bridging science and business activities, and industrial partnerships, at Coloursmith. The incumbent will report to the Chief Executive Officer (CEO) and support lab operations, corporate partnerships, human resources (HR), business development, finance/accounting activities, and intellectual property activities.

As the Director of Operations, the incumbent is responsible for managing all operations through the transition from a benchtop to bedside medical technology. Their success will be measured by their ability to develop and implement tools and techniques to manage projects, guide decision making using financial forecasting and performance metrics, and support technical communications including the preparation and maintenance of project progress reports. Additionally, this person will be actively involved in business development activities in partnership with the CEO, specifically supporting partnership strategy, IP strategy, business planning, contract monitoring, investor relations, and market research.

Duties and responsibilities

Project Management

- Provide on-site leadership for project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones
- Manage all aspects of interrelated projects to ensure the overall program is aligned to and directly supports the achievement of strategic objectives
- Build and implement systems for monitoring project performance
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence

Financials

- Direct and assist in operational efficiency and adherence to budgeted staff ratio and costs
- Coordinate with subcontractors, partners, grant agencies, associated firms, and investors to prompt and ensure accuracy of account receivables
- Build and implement financial forecasting tools and provide management reports, insight and recommendations on a regular basis

Science & Business Coordination

- Contribute, as part of a talented and motivated team, to the advancement of the science and business at Coloursmith
- Develop strong relationships with scientists and support them through effective leadership
- Build a bridge between science and business to support the continued advancement of Coloursmith

Lab and Research Management

- Day-to-day management of site operations including ordering of supplies, equipment purchases and repairs, reconciliation of purchase expenses and other routine tasks
- Human Resources management overseeing lab personnel, maintenance of consulting and non-disclosure agreements involving academic partnership staff, and managing recruitment and hiring activities
- Oversee budgets and resources to assure efforts are in compliance with project/study guidelines

Business Development

- Support business development activities including assessing business opportunities, contacting partners, and contributing to investor communications
- Provide support in the maintenance of commercial partnerships
- Travel to meetings, conferences, and partner sites to stay up-to-date on business and market developments

Technical Communication

- Provide coordination in the preparation and filing of patents
- Provide coordination in the preparation of journal articles
- Act as liaison between laboratory activities and outward messaging and positioning

Qualifications

Qualifications include:

- Masters or above in either finances, management, science, law or a related discipline or equivalent experience
- At least 5 years of experience across the areas of project management, accounting, operations, business development, and/or research lab management
- Experience working with commercial organizations
- Track record in the management of research and business projects
- Experience with grant writing, patent writing, scientific journal writing, and other forms of scientific communication would be considered an asset
- Ability to adapt to dynamic environments and changing responsibilities
- Achievement-oriented, interested in being a significant contributor to the growth of a leading organization that strives to be the best in their field

Career track

An attractive compensation package will be provided to the successful candidate, with the opportunity for growth into the COO position.

Contact information

To apply for this position, please fill out the [Application Form](#) and send your CV and a short introduction to Gabrielle Masone, CEO at Coloursmith Labs Inc., by email at gabrielle@coloursmithlabs.ca