



## **NEW POSITION**

### **Business Operations Lead**

#### **– Leading the Next Frontier of Gut Health**

Nimble Science is leading the world in the next frontier of microbiome health informatics. By partnering with industry leaders around the world and leveraging our first-in-kind capsule-based sampling technology we are dedicated uncovering the full potential of the small intestine.

The Business Operations Lead will play a pivotal role in our growth plan. Working with and directly supporting the CEO, this newly formed role will adapt and scale to maximize the full potential of the candidate. Responsibility areas will include accounting, preparation of financial statements and planning, investor presentations, grant writing and SRED preparation, contracts management, inventory management and accounting, customer invoicing and development of policies and processes to help us scale.

**You are a confident, passionate and dynamic learner with an entrepreneurial spirit ready to dedicate yourself to taking Nimble Science to the next level.**

#### **RESPONSIBILITIES:**

- Monitoring contracts, and moving forward with extension, close-out, or renewal of contracts.
- Managing sales orders and inventory use, preparation and follow up on customer invoicing.
- Bookkeeping and accounting, including processing payments and monthly reporting
- Preparation of quarterly financial statements
- Human Resources support including contracts management and payroll
- Supporting the preparation of materials for investor presentations, including market analysis
- Maintain a robust financial oversight and reporting on project costs.
- Support new grant applications and SRED submissions, maintain project reporting for submission of grant claims
- Adding improvements to existing company contract policies to ensure compliance and reduce any potential risks
- Design or implement supply chains that support business strategies, new business opportunities, or cost reduction strategies.

#### **Qualifications:**

- Bachelor's Degree in Business
- Track record of excelling in independent work
- Demonstrated knowledge and some experience with bookkeeping

**You are a leader, a team player, an innovator and a problem solver**



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#### Position Details:

- Position is full time permanent.
- Remote work (must be located within Canada)

#### Application Process

Interviews can start immediately and will continue until the position is filled.

Apply directly with a Cover Letter stating your interest and how previous experience can help you quickly learn the needed skills.

Send cover letter and resume to [sabina@nimblesci.com](mailto:sabina@nimblesci.com)

