

Business Development & Project Manager

The University of New Brunswick invites applications for a full-time 3-year term position "Business Development & Project Manager" at its Wood Science and Technology Centre (WSTC).

Function

WSTC is a research development, product analysis, and student training unit that operates in close collaboration with the Atlantic wood products sector and beyond to strengthen their innovation capacity and service their needs in product testing.

Representative Responsibilities

- Develop a 5-year comprehensive business plan and yearly action plan that will ensure stable long-term income from industry members and other funding agencies.
- Prepare marketing materials including newsletters and website for R&D, product testing, and analytical services.
- Liaise with industry members, WSTC Director and staff to establish the scope of new projects.
- Create a detailed work plan that sequences the activities needed to successfully complete each project.
- Develop a schedule for project completion that effectively allocates resources to the activities.
- Coordinate interaction among all project components, and between different projects if necessary.
- Ensure all project researchers and administrators follow requirements, time line and financial obligations.
- Develop records to accurately document project activities and deliverables.
- Set up files to ensure that every project's complete information is appropriately documented and secured.
- Prepare paperwork for processing by the UNB Financial Services office.
- Provide UNB's Office of Research Services and the industrial partners with information and cooperation when requested, in order to aid in the completion of external financial and project reports.
- Assist the Director of WSTC in managing lab facilities, technicians, wood products and solid biofuels testing service accreditations and other such operational tasks.

Requirements

- University degree in Wood Products, Business, Administration or equivalent.
- A minimum of 5 years' experience in project administration & management, preferably in the field of wood products.
- Expertise in marketing, communications and client relationships.

- Familiarity with wood-based laboratory operations, wood testing accreditations, and the wood products sector in Atlantic Canada.
- Ability to speak both official languages (English and French) is an asset.

The University of New Brunswick is committed to employment equity and fostering diversity within our community and developing an inclusive workplace that reflects the richness of the broader community that we serve. The University welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

This position is located in Fredericton, New Brunswick, Canada.

To view the posting and apply, go to http://www.unb.ca/hr/_resources/php/print-support-staff-posting.php?theid=YZ6krQ.

For full consideration, apply by July 31, 2018.