

## Operations and Business Development Manager (Montreal Area, Canada)

*Location:* Vera Inkjet, 151 Alston Avenue, Pointe-Claire, QC, H9R 5V9

*Company:* Vera Inkjet was established in 2012. The primary business activity of Vera is the Scientific Research and Experimental Development (SRED) of Inkjet Fluids. The company specializes in the development of best-in-class, water-based (WB) inkjet inks. We are the only company in Canada dedicated to the research, development, and manufacturing of aqueous inkjet inks. Our proprietary technology and knowledge have direct applications to the greater Functional Inkjet Fluids industry. The secondary business activity of Vera Inkjet is the manufacturing of our proprietary inkjet inks and inkjet components.

*Role:* Reporting to the President and Senior Vice-President, the Operations and Business Development Manager is responsible to lead, coordinate and bring to completion strategic operations initiatives and to support business development activities. As Vera Inkjet grows and increases its operations, this role requires someone who can pivot quickly, stay flexible, and thrive on managing myriad tasks and details. We are looking for a high-energy, highly motivated self-starter who brings the ability to make things happen.

### Job description

#### Operations Manager

- Responsible for setting the operational systems and procedures for manufacturing and shipping
- In collaboration with the production manager, implement best practices in manufacturing with scientific data recording and analysis
- Oversee procurement and inventory management, ensuring stock levels are sufficient to meet customer demand
- Responsible for ensuring all lead times are met for manufactured products and delivery to customers
- Ensures proper documentation, data recording and reporting, information flow and management reporting
- Plays a role in long-term planning, including initiatives geared towards operational excellence
- Coordination and communication between research and development, quality control labs, business development, manufacturing, and shipping
- Assists in preparation and management of regulatory documents based on GHS and WHMIS
- Learn, Train, Lead and Participate in the implementation of ERP system (xTuple)

#### Business Development Manager

- Responsible for documenting client meetings, feedback forms and reports; updating and maintaining sales pipeline
- Serves as a liaison between the client, research and development, production and shipping departments to ensure all client samples are shipped in a timely manner

- Coordinates people and processes to ensure that our projects are delivered on time and produce the desired results
- Keeps up-to-date on industry trends and news; updates market data and conducts competitive analysis

### Skills required

- Outstanding communication (written and oral) and interpersonal skills
- Solid organizational skills including attention to detail and multi-tasking skills
- High level of literacy – able to write reports in clear, accurate and concise language
- Excellent knowledge of MS Office
- Must have a clean driving record and ability to travel locally as needed to complete duties
- Must be able to travel internationally, including to the US
- Bilingual in French and English is preferred

### Your behavioral competencies

- Professional ethics
- Independent worker who is at ease in a peer system team
- Creativity and Enthusiasm
- Achievement-oriented
- Analytical mindset
- Ability to multitask effectively

### Education

Master's in Science or Engineering

### Experience required

- 1-2 years of Operations Management with some Business Development experience

### Benefits

- A competitive salary
- Flexible work hours
- 3 weeks vacation from the first year with additional days off at Christmas

**Email your CV:** [careers@verajet.com](mailto:careers@verajet.com)