

# RetinaLogik Biotech Inc



## Operations Analyst Intern

Interested in the field of social entrepreneurship, healthcare, or biotechnology? Want to make a real impact while doing what you love?

RetinaLogik Biotech Inc. is a social enterprise based out of Calgary, Alberta. We believe everyone deserves access to quality vision care: With RetinaLogik software, life changing eye exams can be delivered on intelligent and portable devices at a fraction of the cost.

Our mission is to prevent blindness by pioneering accessible, affordable, and powerful vision screening technology. Click [here](#) to learn more about us.

We're looking for a team member who is as excited about making a difference as we are, and who is passionate about biotechnology with inclusive, human centered design.

**Application instructions:** Resumes and cover letters must be sent by October 10<sup>th</sup>, 2021, to: [apply@retinalogik.ca](mailto:apply@retinalogik.ca) addressed to Julia St.Amand with the subject line "Application: Operations Analyst". We thank all applicants, however, only candidates selected for an interview will be contacted.

**Job Title:** Operations Analyst - Social Enterprise & Healthcare

**Job Location:** Hybrid (In person & Virtual)

### Job Description:

- Identify, assess, and track funding opportunities using standardized tools and documents.
- Implement operational projects and optimize day-to-day functions.
- Support our corporate team with drafting and executing strategies, reports, and presentations key to our operations.
- Develop engaging content, link building and managing our social media presence on various platforms.
- Plan and implement a marketing/advertising strategy with measurable KPIs.
- Support the corporate team across a wide range of projects on the sales, marketing, and daily operational side.
- Contributing to the ongoing development of our operational processes.

### Skills & Qualifications:

- Excellent oral & written communication skills.



- A self-motivated team player who is highly enthusiastic about working in the biotechnology industry.
  - Experience working on a team /or similar project that took product from concept through to launch.
  - The ability to learn quickly and easily (and the hunger to want to do so!).
  - You self-identify as a great communicator with an energetic, action-oriented nature.
  - Student in business with project management experience or equivalent is preferred.
- Other majors will be considered depending on previous experience, passion, and skillset.