



Suite 202, 279 Midpark Way SE
Calgary, AB T2X 1M2
TEL: 403.254.9252 | FAX: 403.256.8495
www.zenithepigenetics.com

Preclinical Operations Assistant

Job Description:

This is a contract position, 40 hours per week, Monday to Friday.

Office location is within the Financial District in San Francisco, CA.

Office Address: Suite 4010, 44 Montgomery Street

Every day attendance is mandatory.

The Preclinical Operations Assistant responsibilities include:

- Providing support by creating Word, Excel, and Powerpoint presentations for various preclinical projects in the areas of database upkeep;
 - Chemistry, Manufacturing, and Controls (CMC);
 - Drug Metabolism and Pharmacokinetics (DMPK);
 - Toxicology;
 - Investigational New Drug (NDA) application.
- Updating excel spreadsheets and formatting Word documents to fit a certain style and appearance;
- Scanning/creating PDFs of contracts and proposals;
- Maintaining and filing documents on a shared drive;
- Invoice entry, creating purchase orders, and creating expense reports for senior staff;
- Keep track of current proposals and purchase orders;
- In this position, you will learn drug discovery and development processes in depth and accounting processes.

Desired Skills & Experience:

- Proficient with Microsoft Office such as Word, Excel, and Powerpoint;
 - Mostly working with Excel and Word.
- Adobe Acrobat Pro;
- Bachelors of Science or Bachelors of Arts Degree or equivalent post-secondary education.

If you are interested in this position, [please apply here](#).