



JOB POSTING Product Coordinator

About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add a Product Coordinator to our team.

About the Role

As a member of our Technology Platform Marketing (TPM) team reporting to the Vice President, TPM, the *Product Coordinator* is responsible for supporting the execution of Product Marketing and Product Strategy core functions to ensure the successful launch of new and/or existing brands and products within the Human and Animal Health markets.

Duties & Responsibilities

- Supporting the execution and circulation of all product marketing materials including product labels, reference sheets, SDS etc.
- Supporting the Product Managers and Pre-Commercialization Specialists with the execution and maintenance of all product opportunity assessments and portfolio strategies, formulation monographs, technical efficacy monographs, and product claims database etc.
- Supporting competitive research for branding and pricing.
- Monitoring industry product innovations and regulatory trends (i.e., environmentally friendly).
- Supporting the execution of Master Label updates and other product management control documents.
- Supporting the managing and organizing of internal server files, including naming, version, control etc.
- Other tasks and projects, as assigned.

What do you need to succeed?

- Diploma or University degree in Marketing, Business Administration, or Science Related Discipline.
- Strong Microsoft Office skills (Word, Excel, PowerPoint, Outlook). Previous experience using project management software is considered an asset.
- Strong analytical and decision making skills.
- Detail and deadline orientation.
- Ability to work in a fast-paced environment where priorities are constantly shifting.
- Ability to work independently and as part of a team.
- Demonstrated ability to problem-solve and think creatively.
- Strong verbal and written communication skills.
- Ability to work longer hours during peak periods.
- Ability to work outside of normal business schedule as needed.

Applications

Those interested in being considered for this opportunity are asked to forward their resumes to jobs@virox.com.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance.

We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.