



Business Development Coordinator

Kane Biotech Inc. is a Canadian-based technology company engaged in the development and commercialization of products that prevent and remove microbial biofilms

Responsibility/Accountability Statement

As part of the Kane Biotech team, the Business Development Coordinator is responsible for setting up and managing strategic relationships and alliances with other, third-party companies. You will conduct market analysis, initiate contact with prospects, generate leads and propose sales strategies, maintain relationships with existing clients and address their needs.

Responsibilities

- Conducting market research to identify new business development opportunities throughout Canada.
- Serve as a first point of contact for potential third-party companies to expand the company's client base.
- Preparing presentations and materials and support marketing initiatives as needed.
- Track submitted proposals and provide feedback to management.
- Collaborate with cross-functional teams such as marketing, programs and partnerships to align business development efforts with overall company objectives.
- Track and analyze Key Performance Indicator's (KPI's) related to business development activities such as lead conversion and pipeline follow-ups.
- Coordinate and arrange client events, meetings, appointments and conferences with potential clients.
- Assist with the preparation of presentations and pitches to prospective clients.
- Assist with the writing and distributing agendas, proposals, cost estimates, and briefing documents for internal and external meetings.

Quality of Work/Communication

- Ensure all areas of responsibility are carried out effectively proficiently and diligently, in a timely and professional manner internally and externally to the company.
- Maintain and file clear, concise and complete record information for assigned projects.
- Communicate both verbally and in writing in a manner ensuring recipient(s) understand requests and context.

Health & Safety

- Use safe work practices and procedures. Report and correct (where possible) unsafe acts and conditions. Comply with Biosafety and Health and Safety Act standards and regulations.

Working Relationships

- Reports to and accountable to Marc Edwards, CEO
- Interact with and work collaboratively with all levels within the organization: Board, Executive, Management and Employees as well as external stakeholders.

Qualifications

- Master's Degree in Business Administration with a science background; or a Bachelor's Degree in Business Administration with a science background and a minimum 2 years experience.

The job description documents the general nature and level of work but is not intended to be a comprehensive list of activities, duties and responsibilities required of job incumbents. Therefore, job incumbents are expected to perform all other duties as assigned or required, as training and experience allow. Kane Biotech reserves the right to make modifications to this job description as deemed necessary by changing position and business requirements.



Interpersonal/Required Skills

- Excellent communication (written and verbal) skills. Ability to write up to and including executive level. Effective presentation and response skills
- Excellent problem-solving skills
- Ability to prioritize and manage workload
- Strong networking skills
- Proficient in Microsoft Word, Excel, PowerPoint and Teams
- Bilingualism in French and English
- Willingness to travel across Canada
- Other duties as required

Physical Demands

- Must occasionally lift and/or move boxes containing files and documentation weighing approximately 40lbs.

Compensation and Benefits

- Competitive base salary
- Bonus opportunity
- Health and dental benefits
- Short and Long-term disability plan
- Shared contribution retirement plan
- Three weeks vacation

How to Apply – Submit your resume along with a cover letter, including your salary expectations, to: jcummings@kanebiotech.com.

We appreciate all applicants, but only those selected for an interview will be contacted.

About Kane Biotech

Kane Biotech is a fast-paced and exciting company with aggressive growth goals where employees work as a team in a fun and rewarding environment. Kane is located in the SmartPark at the University of Manitoba.

Kane Biotech is a publicly traded (TSX-V:KNE, OTCQB:KNBIF) biotechnology company engaged in the research, development and commercialization of products that prevent and remove biofilms. More information about Kane Biotech can be found at www.kanebiotech.com.