



100 Pachena Road, Bamfield  
British Columbia, Canada V0R 1B0  
250-728-3848

## EMPLOYMENT OPPORTUNITY **START-UP COMPANY BUSINESS ADMINISTRATOR**

Nova Harvest Ltd is a young, fast-paced business producing high quality shellfish seed stock and currently expanding into a fully vertically integrated shellfish producer – from egg to plate. We are seeking an energetic, career-minded individual to assist with all aspects of business development and administration on the west coast of Vancouver Island in Bamfield, BC.

**Our growing company is building the dream team necessary for success and in search of people with specific characteristics, not necessarily specific skills.**

### **YOU:**

You are passionate about sustainable food production and are looking for a rewarding career developing the next generation of shellfish aquaculture companies. You have experience in various company roles from bookkeeping, marketing, sales and HR but you are looking for an opportunity to bring these skills together and use them to work towards a meaningful goal: to be a key player in building a company that produces environmentally sustainable food with a positive impact on its surrounding natural environment and local community.

You enjoy fast-paced constantly changing work environments. People would describe you as persistent, curious and optimistic. You have a remarkable attention to detail in everything you do – you think outside the box and would consider yourself to be a strong innovator. You are looking to be challenged intellectually and enjoy constantly learning.

**If the above describes you, please consider applying.**

### **US:**

Shellfish is one of the most environmentally responsible protein sources in the world and our mission is to develop a company that produces it at scale. As a young innovative company, we have big ambitions for growth, both in how much shellfish we can produce and how we can develop as a company. Achieving these ambitions starts with finding the right people who can share our vision and passion for shellfish aquaculture. We have high expectations for employees and demand excellence and integrity. We are looking for people who learn quickly, have good judgement, and most importantly take initiative. In return we will give you freedom, responsibility and endless opportunities to learn and grow, both in your skill set and within our growing company.

**Please review our company culture deck presentation on our website [novaharvest.com/opportunities](http://novaharvest.com/opportunities)**



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### **LOCATION:**

The ideal candidate is not only willing to live at the edge of the world, but wants to!

Nova Harvest is located in beautiful Bamfield B.C., on the west coast of Vancouver Island. It has a small but active and welcoming community. Community is important to us and Bamfield is a special one to be a part of. Candidates should be aware that Bamfield has a population of <300 people and located 75km away from the nearest town at the end of a logging road. If you like hiking, fishing, exploring the rocky intertidal, remote islands and beautiful beaches Bamfield is the place for you.

### **EMPLOYMENT DETAILS:**

The best candidate is someone looking for an extreme challenge that will utilize every aspect of their education to date and who actively shows strong initiative to take on new roles and responsibilities. This dynamic position holds great opportunity for growth advancement in a start –up environment. This is a new company position that is an undefined role and we need a generalist who takes initiative, this also means it is an open opportunity for the candidate to make this into the best position for them. We don't put value in titles, but instead value what people can accomplish and how well they work with others. We are looking for someone who can produce results, have fun doing it and for them the sky is the limit.

Employment activities may include aspects of, but not limited to, the following:

- Assist in business development and strategy
- Government reporting
- Bookkeeping and accounting
- Project planning and management
- General Record keeping and data system development
- Grant applications
- Human Resources
- Website maintenance
- Customer relations
- Generally killing it at whatever you are doing

### **SKILLS REQUIRED:**

A post-secondary degree or diploma in business administration or biology with a knack for business development and administration is preferred but equal consideration will also be given to applicants with relevant experience who are vetted hard working critical thinkers with the confidence to tackle the largest of problems.

### **START DATE:**

Negotiable, ASAP

### **HOW TO APPLY:**

Please email résumés with cover letter and two references to [info@novaharvest.com](mailto:info@novaharvest.com) with "Business Administrator Applicant" in the subject line. While the interest of all applicants is appreciated, only those selected for an interview will be contacted.