

Join the team making real

GROWTH HAPPEN

Perennia Food and Agriculture Corporation is Nova Scotia's development agency focusing on the food sector. Our mission is to support success, transformation, and economic development in Nova Scotia's agriculture, seafood, food, and beverage sectors. Perennia's highly skilled and collaborative team focuses on superior customer service, proactive solutions, and innovative approaches to meet client needs. **So, what are you waiting for? Come Grow with us.**

Administrative Assistant - Lab Services

We are looking for an energetic, detail-oriented professional to join our Lab Services team as an Administrative Assistant. This is an in-office position based in Bible Hill, Nova Scotia, where you'll provide ongoing support to our Analytical Labs services

As the Administrative Assistant, you will report directly to the Manager of Lab Services. This role requires judgement, initiative, quality, and independence. This position will appeal to a highly organized administrative professional who enjoys working in a very busy, results-driven environment with a high focus on client service.

Principal Responsibilities

- Interact with clients in-person dropping off samples and liaising with other offices to coordinate the samples dropped off at those locations
- Receive, log, and label incoming samples following established procedures
- Process in-person payments for various services and liaise with our finance department for daily transactions for lab services
- Handle incoming communications which include answering the telephone, transferring calls as required, taking messages, and checking/responding emails. Process mail and courier packages
- Format or create documents as required, mainly using Microsoft Office 365, to support the team and ISO documentation
- Support the management of supply inventories
- Other administrative duties as assigned

Requirements and Competencies

- High school diploma or equivalent. Preference would be a diploma from a recognized administrative assistant course.
- Minimum of 2 years experience in an administrative position
- Highly organized with exceptional attention to detail to support the smooth functioning of the lab
- Excellent time management and ability to balance multiple competing priorities
- Strong communication skills, able to coordinate across teams, and engage with clients
- Proficient with Microsoft Office (Excel, Word, Outlook) and database systems
- A collaborative approach to work with an open attitude that contributes to a positive and supportive work environment
- Open to new experiences and developing new skills
- Positive attitude to effectively represent Perennia and its values
- Has a 'can-do' attitude when working with colleagues and clients

Perennia offers a competitive compensation package which includes base salary, extended health care benefits, RRSP contribution match, and professional development opportunities

To apply for this exciting position at Perennia, please email a combined PDF or Word cover letter and resume noting compensation expectations, experience in seafood, agriculture, or food processing, and a potential start date, by noon on **June 15th, 2026**, to: careers@perennia.ca

Only those candidates who move on to the interview phase will be contacted.