



## JOB DESCRIPTION: ADMINISTRATION INTERN

Vive Crop Protection is seeking an  
**Administration Intern**  
in Mississauga, Ontario

### CREATING NEW POSSIBILITIES IN CROP PROTECTION

- At Vive, we are committed to developing products and technologies which increase farm efficiency & productivity, as well as reducing the environmental impact pesticide applications have on our world.
- We create new ways to use trusted products using our targeted Allosperse delivery system, which improves the targeting and performance of pesticide active ingredients. This helps farmers do more with less, reducing the burden that agricultural practices have on the environment, all while increasing crop quality and yields.

### POSITION SUMMARY

- The Administration Intern at Vive works independently, with direction from Vive's VP, Marketing and Sales to populate and integrate the company's CRM database(s). As well, the Administration Intern will work with direction from Vive's VP Product Development to assist in relocating the Vive product testing lab from downtown Toronto to the headquarters in Mississauga.

### SPECIFIC RESPONSIBILITIES INCLUDE:

- Identify missing information on customer records
- Develop strategies to gain information on customers
- Update database
- Format existing information and upload to database
- Identify key target audiences and input into database
- Help to package and move lab equipment
- Help to set up lab equipment at new location

### EDUCATION AND EXPERIENCE

- Currently enrolled in College or University program
- Must have minimum of Grade 12 chemistry

### KNOWLEDGE, SKILLS & ABILITIES

- Detail oriented and highly organized
- Basic computer skills
- Able to work both independently and in a team





#### **WORKING CONDITIONS & LOCATION**

- The majority of the work will be in an office environment in Mississauga, ON

#### **HOURS AND REMUNERATION**

- The work day is considered an 8 hour day, with flexible start times per Vive's HR policies
- The position is a full-time temporary position from July 9 to August 31 2018

To apply, send a cover letter and resume to [adminintern@vivecrop.com](mailto:adminintern@vivecrop.com)

Only candidates selected for an interview will be contacted

