



Part-Time Administrative & Operations Coordinator for Critical Compounding Resources Canada

Critical Compounding Resources Inc (CCR)

Part-Time | Approximately 5–10 hours/week to start

Flexible Schedule | Primarily Remote

Ontario, Canada

About Critical Compounding Resources

Critical Compounding Resources (CCR) is a growing consulting and education company specializing in pharmacy compounding, regulatory compliance, facility design, training, and professional education.

As our Canadian operations continue to grow, we are looking for a highly organized and motivated **Part-Time Administrative & Operations Coordinator** to support the day-to-day operations of the business.

This is a new position within CCR and an exciting opportunity for the right person to grow alongside the company. We are looking for someone who enjoys creating organization, improving processes, taking ownership of tasks, and helping a small business operate efficiently.

For the right individual, there is significant opportunity for the responsibilities and hours of this position to expand over time.

What You'll Do

Administrative & Financial Support

- Prepare and send invoices and follow up on outstanding accounts
- Assist with bookkeeping and organization of financial records
- Organize receipts, expenses, and documentation for accounting and tax purposes
- Maintain business and contractor documentation, including W-9s and other required forms
- Liaise with our bookkeeper/accountant as required

Proposals, Agreements & Business Documentation

- Assist in preparing proposals, agreements, NDAs, and other business documents using established templates
- Track proposals, agreements, signatures, and follow-ups
- Assist with client onboarding and administrative communications
- Perform quality assurance reviews of documents prior to publication or distribution
- Ensure consistency in formatting, branding, terminology, and document presentation

Marketing & Communications

- Assist with management of CCR's social media platforms
- Schedule and publish approved content

- Assist with the creation of marketing materials and graphics
- Monitor basic social media and website analytics
- Help repurpose existing educational content into social media posts, articles, resources, and other marketing materials
- Maintain consistency with CCR branding across platforms

Website Management

- Maintain and update course and event dates
- Update service descriptions and other website content
- Add resources, articles, and educational materials
- Create and update service pages
- Identify outdated information or areas requiring updates
- Assist with maintaining a professional, accurate, and current online presence

Who We're Looking For

The ideal candidate is someone who is **extremely organized, detail-oriented, reliable, and comfortable working independently.**

You don't need to understand pharmacy compounding—we can teach you our industry. What matters most is your ability to learn, stay organized, communicate professionally, and follow through.

You may be a great fit if you:

- Have previous administrative, executive assistant, operations, bookkeeping, or office management experience
- Have exceptional attention to detail
- Are comfortable managing multiple priorities and deadlines
- Are confident using Microsoft Word, PowerPoint, Excel, and cloud-based document systems
- Have experience with Canva or similar design platforms
- Are comfortable learning and updating website platforms
- Have strong written communication skills
- Are comfortable working independently in a remote environment, occasional travel may be required
- Enjoy developing systems and finding better ways to organize work
- Take initiative rather than waiting to be told what needs to happen

- Understand the importance of confidentiality when handling business, client, and financial information
- Experience with applying for grants (government or other)

Assets

Experience in any of the following would be particularly valuable:

- Small business administration
- Bookkeeping or QuickBooks
- Human resources administration or HR policy development
- Website management (Wix)
- Canva or other
- Social media management
- Marketing analytics
- Professional education or continuing education
- Healthcare or pharmacy
- Reference formatting/citation management
- Quality assurance or document control

Healthcare or pharmacy experience is not required.

Hours & Work Arrangement

This position is expected to begin at approximately **5–10 hours per week**, with flexibility in when the majority of the work is completed.

The position is primarily remote and would suit someone who values flexibility but is also dependable and responsive when time-sensitive matters arise.

There is opportunity for increased hours and responsibilities as CCR continues to grow.

For the right person, this role could evolve beyond administrative support into a broader **Operations, HR, or Business Management position** within the company.

Compensation

\$25–\$35/hour, depending on experience and qualifications.

Why Join CCR?

CCR is still a relatively small company, which means this isn't a role where you'll simply be handed a repetitive list of administrative tasks.

You'll have the opportunity to help us build systems, improve how we operate, contribute ideas, and grow with the organization.

We're looking for someone who wants to become an important part of our team—not simply someone to check items off a task list.

If you're organized, resourceful, detail-oriented, and excited by the opportunity to help build the operational side of a growing small business, we'd love to hear from you.

Send your resume to Melanie at mdorey@criticalcompoundingresources.com