

## **Job Description: Foodsource Lures, Inc.**

Foodsource Lures, Inc. an Auburn University start-up company and licensee is seeking an executive support specialist in the company's home office in Birmingham, Alabama. FoodSource Lure Corporation develops and commercializes products using patented blends of animal feed ingredients. Their products include molded biodegradable fishing lures made entirely out of edible ingredients and bait for oral delivery of biologics and pharmaceuticals to wildlife.

The position will provide professional administrative assistance to the president of the company. Responsibilities include, but not limited to: provide general management oversight of operations, participate in the development of a supply chain from raw materials to finished goods, apply for and administer state and federal grants, provide technical assistance in manufacturing and marketing of products, participate in business planning and execution.

The qualifications for this position are B.S. degree in a technical field. An advanced degree would be preferred. The successful candidate will possess attention to detail, accuracy, and the ability to handle confidential information appropriately. Excellent interpersonal communication (written and verbal) and organizational skills are critical. Demonstrated technical expertise and the ability to work both independently and in a team environment are required. The candidate must be able to handle multiple tasks with frequent interruptions. Must be able to work legally in the US. Residency in the town of Birmingham is not required.

Desired qualifications include, background in food or agricultural chemistry, wildlife control, some experience in grant application and administration, familiarity with food and/or agricultural processing, proficiency in using computer based word processing, spreadsheets, powerpoint and web-based programs.