

Job Title: Assistant to Research, Engineering, Manufacturing and Quality

Reports To: Cyril Sender (Spino-Modulation) / Franck Le Naveaux (Numalogics)

Role Summary:

The Assistant to Research, Engineering, Manufacturing and Quality will serve as a pivotal resource supporting Quality Assurance and Engineering Departments. This role involves managing logistical operations, ensuring effective customer communication, and providing comprehensive administrative and operational support to ensure the smooth functioning of quality control, document management, administrative and logistics processes.

Responsibilities:

Logistics and Delivery Coordination:

- Manage client requests related to deliveries, ensuring smooth and effective communication.
- Coordinate deliveries with production and technical teams, adhering to deadlines.
- Supervise and track delivery statuses.
- Ensure effective stock management, supply chain operations, and customer order processing.
- Work with production teams to align operations and improve coordination.
- Manage expenses accounts and resources time log reports
- Coordinate document signature through Docusign
- Monitor employees' vacation schedules.

Quality and Document Management:

- Maintain up-to-date documentation of client interactions and logistical transactions.
- Create and manage document templates and maintain logs in AODocs.
- Participate in continuous improvement of logistical processes and customer service.

Office Management:

- Prepare and ship products.
- Receive/send purchase orders (POs).
- Organize meetings and manage office-related tasks.
- Manage the company's IT equipment needs.

Accounting and Supplier Communication:

- Maintain books and update client/supplier records in the accounting system.
- Assist in preparing various reports.

- Communicate with suppliers when necessary.

Support to Partner Companies and Additional Tasks:

- Provide support to partner organizations.
 - Take on other related tasks as needed.
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Qualifications and Required Skills:

- Diploma in logistics, operations management, business administration, or a related field.
- DEC in Business Administration or equivalent experience preferred.
- 2–5 years of experience in a similar role, ideally in a logistics or manufacturing environment.
- Strong administrative experience in a professional office setting.
- Proficiency in Microsoft Office (Excel, Word), Gmail, Google Docs, and QuickBooks Online (an asset).
- Bilingual (English/French) with excellent verbal and written skills in both languages.
- Strong organizational skills with the ability to prioritize and handle multiple tasks.
- Exceptional problem-solving and listening skills.
- Ability to work independently and collaboratively within a team.
- Attention to detail, accuracy, and adherence to deadlines.

Personal Profile:

- Maintains confidentiality, tact, and respect at all times.
- Exceptional customer service and communication skills.
- Strong work ethics, integrity, and stress tolerance.
- Diplomacy and tact in handling sensitive matters.
- Efficient, accurate, and highly organized.