

Position Type: Operations Support

Location: Ottawa, Ontario, Canada

Term: Permanent employment with a 3 month probation period

About Arkalumen

Arkalumen designs and manufactures intelligent LED controllers and custom LED modules for light fixture manufacturers in order to enable energy efficient and feature rich lighting solutions. For over 10 years, Arkalumen has focused on Simple, Flexible, Cost Effective solutions that enable highly differentiated fixtures to be launched in commercial, industrial and residential markets. With 30+ patents, Arkalumen has a history of driving innovation within the lighting industry and is proud to push the limits of what lighting can be in specific applications such as education, healthcare, film and horticulture. The vision of Arkalumen is to provide high quality illumination for people where they live, work and play, while improving energy utilization and environmental sustainability of lighting.

Duties and Responsibilities

- Performing general office administrative and clerical duties including data entry; database management; storing, filing and retrieving documents
- Perform receptionist duties when needed including answering phones; copying; filing; room scheduling; ordering and organizing office supplies
- Compiling, maintaining and updating electronic product and component inventory
- Assisting with shipping and receiving of components to manufacturing facilities and products to customers
- Providing administrative support for patent files including maintaining the docket system
- Other duties as determined from time to time, including backing up logistics and office management roles

Skills and Qualifications

Candidate must:

- Have strong attention to detail while managing multiple priorities in a fast paced environment
- Demonstrate excellent organization and time management skills with the ability to meet deadlines
- Demonstrate ability to take initiative and resolve issues with minimum supervision
- Have working knowledge of Microsoft Office software including Word and Excel
- Strong verbal and written communication skills
- Be willing to take on tasks as requirements arise
- Demonstrate good interpersonal and teamwork skills

Additional qualifications include:

- Secondary school diploma or an acceptable combination of education, training, and experience
- College diploma considered an asset
- Highly developed sense of professionalism and ethics
- Previous experience in administration, operations and / or supply chain management considered an asset
- Previous working experience in a technical environment considered an asset

Posting Instructions

Candidates are asked to submit a cover letter and resume, by email, to careers@arkalumen.com