

Position Type: Office Administrator  
Location: Ottawa, Ontario, Canada  
Term: Permanent employment  
Start Date: ASAP

### 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 light for people where they live, work and play, while reducing the energy consumption and negative environmental impacts of traditional lighting.

At Arkalumen, our employees benefit from competitive health and dental insurance plans, flexible office hours, a generous vacation package, as well as a company-wide December holiday shutdown. Employees will also have the ability to bank any extra hours worked to be used for additional vacation time. You will be joining a team that prioritizes work life balance, including regular corporate social events.

*Arkalumen is an equal opportunity employer and is committed to creating a diverse and inclusive working environment.*

### Duties and Responsibilities

The Office Administrator role provides a significant growth opportunity for a person who wants to expand their skill set and gain leadership experience within a positive, growth focused company. The duties include:

- Leading key administrative processes within the company including activities related to order processing, customer support, invoicing, and document management
- Maintaining databases/documents to allow for reporting of key corporate information
- Supporting the sales team with administrative functions including communicating with customers on order confirmations, updates, and shipping confirmations
- Supporting the Accounts Manager with invoice generation and accounts communications
- Supporting the management team with administrative functions including government documents, office supply purchasing, and contract management
- Providing administrative support for patent files including maintaining the docket system
- Assisting other operations team members and performing other general office administrative and clerical duties as may be required

## Skills and Qualifications

Candidate must have:

- 2+ years of administration experience, preferably within a product focused company
- Graduated with a relevant diploma/degree or equivalent industry experience
- Strong attention to detail while managing multiple priorities in a fast paced environment
- Excellent organization and time management skills
- Ability to take initiative and work effectively with minimum supervision
- Strong knowledge of Microsoft Word and Excel and Google Suite of applications
- Strong verbal and written communication skills
- Good interpersonal and teamwork skills

Additional qualifications considered an asset include:

- Previous experience in customer support, bookkeeping, and/or supply chain management
- Experience with operations tools such as a CRM and/or an ERP/MRP system
- Experience with workflow management tools including Slack & Airtable
- Previous working experience in a technical business environment
- French language speaking and writing skills

Candidates are asked to submit a cover letter and resume, by email, to [careers@arkalumen.com](mailto:careers@arkalumen.com)