

Position Title:

Technical Administrative Assistant

Job Brief:

Do you want to join a rapidly growing team that is working on cutting-edge technology to innovate for a safer tomorrow? NZ Technologies Inc. (NZTech) is looking for a proactive individual, keen on solving dynamic problems and driving meaningful changes at a small technology innovation company. The position will support day to day office operation and new/ongoing technology and commercial developments. This is a very diverse position that requires a quick-learning individual who is adaptive in working with various tools and comfortable delving into different fields (from digital marketing, IT infrastructure, product exporting, to business planning and execution).

Starting Date:

Early 2021 (Preferably Jan 2021)

Background:

Established in 2009, NZ Technologies Inc. (NZTech) works in the field of Human Machine Interaction (HMI) with specializations in touchless sensors, 3D machine vision, and machine learning algorithms. NZTech's proprietary software and hardware is designed and built in-house at our office in Vancouver, BC. Our core products, TIPSO™ and HoverTap™ are proprietary technologies that have evolved from the technical expertise and unique industrial experience of our engineering team, with significant feedback from our team of experienced advisors from the medical and other industrial sectors. The team recently won the 2020 BCTech Technology Impact Award for Company of the Year - Startup Success.

TIPSO™, is an award-winning Human-Machine Interaction (HMI) family of products for Interventional Radiologists and Surgeons who need to efficiently interact with radiology images in the Operating Room (OR). It is designed by doctors, for doctors, to fit seamlessly in their challenging work environment. NZTech is continuously working with VGH and other hospitals to research, develop, and deploy new sensing technologies in the Operating Room to aid doctors in their critical work.

HoverTap is a new user interface technology that enables touchless controls over existing panels, LCD displays, and the like. Its practical design allows it to be retrofitted quickly and enables touch-free interactions with panels of all shapes and sizes. HoverTap™ Lift is a new way to touchlessly and safely use elevators. Easily retrofitted to existing buildings, the HoverTap™ panel allows for simple hand-wave and finger-point interactions – getting you to your destination without a single touch.

Job Description:

This is not a typical office admin, business development, or even IT position, but a hybrid of the above. We are looking for an enthusiastic and responsible individual who can take care of the day-to-day office operation and is eager to find solutions to unique business and market-related problems. These unique problems are faced by a company looking to expand its commercial presence and accelerate growth in the medical and industrial sectors. Candidates should be a post-secondary graduate and have demonstrated leadership skills as well as innovative and creative problem-solving capabilities.

The position will support the essential elements of a smoothly running office. This includes handling the smallest tasks from office organization, managing COVID19 safety protocol, answering incoming phone call/ inquiries, office supplies purchasing, to office protocols and infrastructure maintenance.

The position will also support new/ongoing commercial developments that includes marketing for new products and verticals along with developing/executing plans to expand to new geographical regions. We anticipate a substantial effort in conducting market research, customer profiling, and the like. The successful candidate will receive sufficient training (possibly including courses) in all technological tools and more – including, but not limited to, Adobe Photoshop, video editing software, IT/website infrastructure management, inventory/accounting software, and 3D modeling/ animation software.

The position not only offers tremendous learning opportunities, but a great potential for career advancement. Most importantly, you will be joining an uprising high tech start-up in its early stage to make an impact and take a front seat for the journey.

Duties include, but not limited to:

- Office management including office organization, supply purchasing, and budgeting
- Office IT management (maintaining web servers, printers, wireless networks, etc.)
- Market research activities
- Writing business/funding proposals, drafting contracts and business emails
- Digital marketing including designing brochures and banners (Photoshop, video editing, etc.)
- Managing social media platforms and website updates
- Handling logistics for packaging, shipping, exporting, and handling duty/tax for importing goods
- Setting up product/technology demonstrations & organizing tradeshow preparations
- Basic hands-on technical tasks (3D printing, assembly, testing, workstation setup, etc.)
- Assisting the accounting manager in handling purchasing invoices and inventory checks
- Conducting inventory audits
- Basic HR - hiring postings/communication, complaints handling, team event planning, etc.

Qualifications:

Candidates with a passion for marketing, office management, company strategy/entrepreneurship:

- Strong analytical, communication, and leadership skills
- Demonstrated ability to grasp new technologies and tools
- Savvy with leading-edge technologies (product development exposure/background desirable)
- Marketing (focused on upstream), sales, and/or project management experience
- Basic understanding of engineering development
- Demonstrated interest in healthcare technology and related industries

- Proficiency with Photoshop/video editing software is an asset
- Experience with hands-on work with tools is an asset
- Experience with website maintenance is an asset
- Experience managing social marketing campaigns (i.e. LinkedIn/ Facebook) is an asset
- Experience with SolidWorks/Sketchup/Onshape/Meshmixer/Blender or other 3D animation modeling software programs is an asset

To apply, please send your resume/ cover letter to jordan@nztech.ca