

Position Type: Administrative Assistant

Reference No.:

Location: Ottawa, Ontario, Canada

Term: Permanent employment with a 4 month probation period

Closing date:

### **About Arkalumen**

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Established to develop and commercialize LED innovations, Arkalumen supports light fixture manufacturers to more easily transition from legacy lighting technologies to cleaner and more energy-efficient LED based products. Arkalumen's high-performance LED light engines and intelligent controllers are engineered to address many of the challenges that have so far impeded the wider adoption of this sustainable lighting technology. The vision of Arkalumen is to provide high quality light for people while they live, work and play, as well as reduce the energy consumption and negative environmental impacts of traditional lighting.

### **Duties and Responsibilities**

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- Assisting with all aspects of administrative management, database maintenance, inventory, and storage
- Providing administrative support for patent files including filling government forms and docketing due dates
- Scheduling meetings, interviews, events, and other similar activities
- Developing marketing strategies and drafting marketing materials as may be required
- Communicating information with customers, vendors and/or government entities
- Coordinating shipping and receiving, as required
- Other duties as determined from time to time

### **Skills and Qualifications**

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Candidate must:

- Have excellent customer service skills
- Be willing to take on tasks as requirements arise
- Demonstrate ability to take initiative and resolve issues with minimum supervision
- Have strong attention to detail while managing multiple priorities in a fast paced environment
- Demonstrate good interpersonal, communication, team, and organizational skills
- Have working knowledge of Microsoft Office software including Word and Excel

Additional qualifications include:

- Secondary school diploma or an acceptable combination of education, training, and experience. College degree considered an asset
- Strong oral and written communication skills
- Highly developed sense of professionalism and ethics

### **Posting Instructions**

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