

*CWD is a place for people that love to learn and grow. Our culture is challenging and collaborative. We give a deep sense of purpose to create amazing solutions that are truly different and empower our customers. Our goal is always to build strong, diverse teams of innovative people and give them the tools to succeed. Join us and do more than you ever thought possible and learn from some of the best minds in the industry. If you're ready for opportunity, introduce yourself.*

**Title: Process Assistant (4 month Co-op)**

**Location: Niagara Falls, Ontario**

We are currently looking for a business process orientated individual to join our team and contribute to developing our process and training documentation. This is a unique opportunity to observe and learn how all departments in an organization work together to Create What's Different! Find out what it takes to provide the documentation and training that supports our corporate vision and mission.

**The successful candidate will be responsible for:**

- Complete updates to existing procedures
- Creation of new procedures as needed
- Proof-reading documentation for accuracy
- Creation of procedure quizzes to support procedure reviews
- Update and track procedure requests using our ticket system
- Procedure compliance reporting
- Other administrative duties as required

**The successful candidate requires:**

- Working towards a degree in a Business Administration or Business Communications program
- Ability to translate complex processes into easy to understand procedure steps
- Strong writing skills, experience with business writing is an asset
- Great attention to detail is a must
- Strong time management, organization, and excellent communication skills are a must
- Microsoft Office experience is an asset
- Experience working in an office environment is an asset

If the above interests you, then apply to join a fast paced, creative, and energetic team!

**Candidates who reside within a 45 minute commute of our office will be given preference.**

**ABOUT US**

We exist to empower people. To do that, we create innovative consumer electronics that are smart, simple and stylish. From baby safety devices to home theatre systems we push our selves to deliver ground-breaking products that improve lives. Our success is measured in customer satisfaction above profits and because of that we have been in business for almost 60 years and our creations can be found in most major retailers. Together in teams, as a company, as a community, we are committed to Creating What's Different.

CWD is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.