**Research and Development Administrative Assistant**

We are looking for a detail oriented Research and Development Administrative Assistant to join our dynamic product development team. You can perform administrative tasks with ease, but you really love the challenge of completely unexpected. You are structured, but not too rigid and can be flexible without hand holding.

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

**Product Development**
- Planning and coordinating trips:
  - Business trip agenda
  - Business trip schedule
  - Coordinating with the Administrative Assistant
- Ordering samples for the Research and Development team
- Catalogue filing
- Preparing and sending documentation to internal and external parties
- Assisting with the internal pilot product run (signups, arranging samples for pickup, survey reminders, etc.)
- Leading the creation of manuals and Quick Start Guides

**Inventory Management**
- Preparing invoices for sign off
- Completing Purchase Order Reconciliation Report
- Scanning and attaching invoices/shipping documents to purchase orders
- Maintaining research and development office inventory

**Quality Assurance**
- Testing and providing feedback on samples
- Ensuring all records are up to date including vendor compliance
- Assisting the Quality Assurance Officer

**Administrative**
- Performing general administration duties; filing, photocopying, faxing, preparing documents, data entry, and maintaining office resources
- Creating, modifying and managing Standard Operating Procedures
- Creating purchase orders for the department
- Conducting online research and preparing or reporting data for decision making
- Assisting team with completing all documentation, day to day projects and tasks as needed
- Assisting in the preparation and idea generation for projects
- Preparing and editing Power Point presentations
- Preparing meeting agendas, meeting minutes and sending out summaries
- Effectively completing other duties as assigned

**Other**
• Coordinating meetings and making business travel arrangements, as required
• Effectively completing other duties as assigned

**The successful candidate requires:**
• University degree or College Diploma in Communications, Marketing or Business Administration
• 1-2 years administrative support experience
• Proficient with MS Office (Word, Excel, PowerPoint, Outlook)
• Experience collecting and analyzing market research data
• Effective communication, project management, and time management skills
• Ability to work under pressure, meet deadlines while handling multiple/shifting priorities
• Team player who is both flexible and adaptable

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

**ABOUT US**
CWD designs, manufactures, markets and sells consumer electronics that enhance our lives.

As a pioneer in the markets of do-it-yourself video security, baby video monitors and wireless connectivity, we have successfully applied the principles of innovation and superior technology to a dynamic range of product categories. We are committed toward consistently exceeding consumer expectations and changing the way people think about:

* Baby Safety Devices
* Do-it-yourself Video Security
* Wireless Connectivity Products
* Home Theater Audio
* Retro Music Systems
* Clock Radios
* Karaoke Systems
* Massage Products

From conception to launch, over 100 talented professionals work to ensure all of our products undergo the same intensive, completely in-house development and design process, resulting in the uncompromising quality and industry-leading performance that consumers trust.

The letters ‘CWD’ are shorthand for the empowering philosophy that drives every aspect of what we do – Create What’s Different.