

CWD designs, markets & sells the highest performing consumer electronics that are smart, simple, and stylish. From high fidelity turntables to wireless video connectivity systems, we create innovative products that empower people. Our success is measured in our customer satisfaction ratings and dedicated following. We have been in business since 1961 and our creations can be found in millions of homes. Together in teams, as a company, as a community, we are committed to
Creating What's Different!

CWD is looking for an **R&D Administrative Analyst** to join our exceptionally talented and collaborative team! Reporting to the Product Manager at our Niagara Falls location, the successful candidate will be responsible for supporting CWD's R&D Team by maintaining an extensive administrative workload while performing product analysis, maintaining vendor information systems, and organizing systems and standardizing departmental operations.

If you are someone that likes a challenge and are continuously striving for excellence, then this is the perfect opportunity for you!

What We Offer:

- Full comprehensive benefits (dental, medical and eye) 80/20 split-family coverage
- Annual professional development fund
- RRSP Match
- Fitness incentives
- Team events
- 50% off on CWD brands
- Relocation expense

Key Responsibilities:

- Conduct and administer market and product analysis and provide summary reports of data collected
- Research consumer electronics and competitor markets through store and online audits
- Research and gather data from factories and ensure that all information and specifications are correct
- Project compliance checkup to ensure all documents are submitted
- Sample shipment and inventory management
- Communicate with suppliers to establish a working relationship
- Update and maintain vendor databases via Excel
- Assist QA with vendor scorecard, audit & certification
- Organize files, manage customer folders, and implement organizational systems
- Prepare agendas and materials for internal and external meetings
- Coordinate and assist with the research, planning, and booking of business travel
- Organize team building events such as product launches, department lunches, etc.
- Provide administrative support to all R&D team members
- Assist in the development and maintenance of standard department processes
- Perform other related duties as required

Qualifications:

- Some post-secondary education or college diploma
- Experience conducting competitive analysis and market research
- Previous experience in an administrative role considered an asset
- Proficiency using Microsoft Office
- Intermediate Microsoft Excel knowledge required (for example, INDEX, IF Statements, VLOOKUP, MATCH, Pivot Tables)
- Obtains a highly proficient level of written and verbal communication skills required for successful job performance
- Follows privacy policies to frequent access to confidential or sensitive information
- High-level problem-solving skills with the ability to make frequent strategic recommendations
- Experience managing a large volume of data
- Excellent organization and time management skills
- Analytical and highly motivated self-starter
- Strong communication and interpersonal skills
- Ability to work in a fast-paced ever-changing environment

You Will Stand Out If:

- You have experience communicating with international vendors
- You have experience organizing overseas travel for business purposes
- You have a background in e-commerce

This is a full-time permanent role working 40 hours a week. Our hours of operation are 8:15am to 5:00pm Monday to Friday.

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