



## JOB OFFER

# ADMINISTRATIVE & MARKETING ASSISTANT

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### WHO ARE WE?

Synergy Medical is a growing company, based in Longueuil, that specializes in the design, manufacturing, marketing and support of robotic automation systems for Pharmacies in North America and Europe.

The incumbent of the position will report to the Marketing Director, North America.

### TASKS AND RESPONSIBILITIES

- Provide administrative support to the President & Founder of the company
- Support and be responsive to the needs of the sales team, both logistical and operational
- Write and coordinate a variety of communications in French and English, using both physical and digital delivery
- Plan various meetings
- Coordinate projects with suppliers
- Prepare presentations
- Set up & maintain various lists
- Coordinate activities related to trade shows
- Manage social media accounts
- Be the contact person related to the maintenance and management of the buildings
- Any other related tasks

### REQUIRED PROFILE

- College Diploma (DEC) in a related field
- Minimum of three (3) years of relevant experience in a similar position
- **Perfectly bilingual**, English and French/written and spoken
- Very comfortable in Microsoft applications, Google, etc.
- Ease with new technologies and social media
- Experience in an administrative position in marketing, an asset

Please send your resume to: [cv@synmedrx.com](mailto:cv@synmedrx.com) indicating the title of the job for which you are applying.