



JOB OFFER

MARKETING & ADMINISTRATIVE ASSISTANT

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.

TASKS AND RESPONSIBILITIES

- Assist and support our sales and marketing team in the planning and implementation of their projects
- Organize activities related to the company's trade shows
- Support and be responsive to the needs of the representatives Sales at both logistical and operational levels
- Provide the necessary equipment to representatives in relation to their needs
- Coordinate the dissemination of information using physical, digital or social media delivery to our employees and/or clients
- Participate in the creation and distribution of information material related to the activities and achievements of the company
- Manage certain files on behalf of the President, coordinating with different partners, suppliers and stakeholders to Internal
- Coordinate projects with our suppliers, e.g. printers, caterers, agencies, maintenance, etc.
- Organize meetings planning
- Maintenance and organization of internal documents
- Be the contact person related to the maintenance and management of the buildings, including management of the security codes
- Various related tasks according to the administrative needs of the different sectors

REQUIRED PROFILE

- College Diploma (DEC) or University Degree in marketing or another related field
- Minimum of three (3) years of relevant experience related to administration, customer service or any similar field
- Perfectly bilingual, English and French/written and spoken
- Very comfortable in Microsoft applications, Google, etc.
- Ease in connection with new technologies and social media

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