



# ADMINISTRATIVE AGENT

TO MAKE THE TEXT MORE CONCISE, WE WILL USE THE MASCULINE FORM

## We are :

Nüvü Camēras Inc. is a high-tech company that manufactures and develops ultra-sensitive imaging solutions for ground-based and space-based applications. Building on an innovation developed for space exploration, Nüvü Camēras' expertise in photon-counting imaging now meets the demanding needs of many other applications, such as diagnostics in the life sciences, night vision and surveillance, communications, quantum computing, and manufacturing quality control.

Based in a part of Montreal that is highly valued by its employees, the company has demonstrated its expertise through its highly cited publications, its many renowned international clients, and its partnerships in cutting-edge innovation in technology and science. Recognized as a global leader in its industry, Nüvü Camēras is experiencing steady growth and is looking to expand its dynamic, creative, and professional team.

## You are :

Passionate about administrative management, driven by curiosity, and interested in the export industry?

Diligent, self-reliant, and resourceful, comfortable working in an environment governed by ISO standards?

Interested in contributing to the success of a growing SME?

## Required skills and qualities

An open mind and a desire to learn in an environment of continuous improvement.

Organizational skills, independence, attention to detail, and precision;

Be a strong communicator, both verbally and in writing, in French and English, in order to communicate effectively with both local and international suppliers;

Ability to work as part of a team and manage priorities;

Be known for discretion, good judgment, and diplomacy;

Proficiency in Excel and Word;

Interpersonal skills and ease in dealing with others.

## Desired Qualifications

Knowledge related to the export of dual-use items;

Experience in ISO-certified environments;

Familiarity with the Intuit QuickBooks accounting software;

Experience with the following software: Apple and Windows suites, Adobe suite;



## Position summary :

This position will involve assisting the supervisor with administrative and accounting duties and supporting the technical and sales teams through various tasks assigned to the employee, with the aim of contributing to the company's productivity.

From bookkeeping to administrative support, this person will be involved in every stage of an innovative company's lifecycle. he must demonstrate an open mind, a thirst for learning, independence, and resourcefulness in order to carry out their responsibilities with rigor and diligence. Nūvū Camēras upholds values such as fostering talent and retaining staff, so employees can pursue a career path that allows them to grow in their roles and responsibilities according to their individual aspirations.



## Specific responsibilities :

Verify the invoice by ensuring that the purchase order, the confirmation of compliance, and the terms and conditions match before authorizing payment.;

Prepare, enter, and update accounting data to accurately reflect the company's activities in real time;

Ensure that accounts payable invoices are entered, tracked, and filed in accordance with established procedures;

Handle the entire shipping process, including preparation and local and international shipping;

Help develop and optimize administrative tools and documentation related to these activities;

Perform various related administrative tasks as needed.

## Education & Experience :

At least 2 years of relevant experience in administrative management and accounting.

OR

A DEP/DEC diploma in one of the following fields:

- Accounting
- Secretariat
- Administration
- Office automation

OR

Currently pursuing a bachelor's degree in business administration (or equivalent).

## Terms :

Part-time, permanent position (30 hours/week) or full-time, permanent position (37.5 hours/week) with a flexible daytime schedule Monday through Friday;

Salary determined based on qualifications;

Competitive group insurance plans;

An innovative, eco-friendly work environment with skilled and passionate colleagues;

Strategically located at the intersection of the Griffintown, Old Port, and Downtown Montreal neighborhoods, offering amenities for cyclists (bike path and showers available) and pedestrians, with easy access to all types of public transportation (metro, bus, train, REM, Bixi);

Access to ETS privileges such as sport center, cafeteria, parking, discount at local restaurants and stores, etc.

Memorable social events.

If this position interests you, please send your Curriculum Vitae to [careers@nuvucameras.com](mailto:careers@nuvucameras.com).

We ask that candidates withhold from calling, as the numerous applications received do not allow us to respond to everyone.

We thank you for your interest and will contact you if your application is successful.