



Puzzle Medical

Devices

Office Manager, Full-time in-person, Montreal

Position summary

We are seeking an experienced and organized Office Manager to join our team. The successful candidate will be responsible for overseeing the day-to-day operations of the office and ensuring its smooth and efficient running. They should also possess a friendly demeanor so they can effectively interact with office visitors and interview candidates. If you are a detail-oriented and highly motivated individual, we encourage you to apply for this exciting opportunity.

Roles and responsibilities

- Coordinate and organize office activities (incl. birthdays, company events).
- Oversee stock of office supplies.
- Support HR in scheduling meetings, interviews and transport.
- Manage the scheduling, organization and prioritization of tasks and appointments.
- Oversee the maintenance and upkeep of the office, including office supplies, equipment and facilities.
- Participate in hiring, training, and performance management.
- Act as a point of contact for all internal and external communications, including answering phone calls and responding to emails.
- Develop and maintain systems for efficient and effective office operations.
- Act as a liaison between the team members.
- Assist with special projects and perform other duties as assigned.
- Assist executives in daily tasks.

Requirements

- Strong communication skills.
- Friendly and upbeat demeanor.
- Proven experience as an Office Manager or similar administrative role.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office and Google Suite.
- Ability to multitask and prioritize tasks effectively.
- Strong leadership and interpersonal skills.
- High level of discretion and confidentiality.

Puzzle Medical description

Puzzle Medical is developing a percutaneous heart pump for patients with advanced heart failure. The device's modular design allows for safe percutaneous implantation to support both renal and cardiac function through 4mm-pumps anchored in parallel in the descending aorta, allowing stability for patient mobility. To date, Puzzle Medical has successfully completed its first-in-human study with all patients experiencing improvements in cardiac and kidney function (2022); completed a Seed financing round (2021); built a strong Key Opinion Leaders committee (2021); received U.S. Food and Drug Administration (FDA) Breakthrough Device Designation (2021).

Want to join us ?

Send your CV at careers@puzzlemed.com and we'll reach out shortly !