

Operations Assistant

Organization: Rockland Scientific Inc. **Sector:** Ocean Science & Technology
Address: 520 Dupplin Road, Victoria, B.C.,
Canada, V8Z 1C1
Position Title: Operations Assistant **Department:** Operations
Reports To: VP Operations **Location:** Victoria, BC
Position Type: Full-time Temporary

Company Overview

Rockland Scientific Inc. is a growing, privately held company, with headquarters in Victoria, British Columbia, Canada. Our core purpose is to enable scientific progress by creating novel & technologically superior oceanographic measurement solutions that help scientists understand ocean mixing & climate change. Our customers are researchers within the fields of oceanography and limnology, focusing on climate research, deep-sea research, and coastal zone dynamics. Rockland is the foremost manufacturer of turbulence measurement systems for oceans, rivers, lakes, and laboratories and we pride ourselves in being the experts in our field. Rockland solutions enable our customers to be successful in their data collection goals.

At Rockland Scientific, we welcome all ages, races, gender identities, sexual orientations, cultures, religions, and beliefs. Our commitment lies in appreciating the unique skills and perspectives that each person brings to our team. We are dedicated to fostering a secure, supportive, and inclusive environment where every employee can thrive.

Job Summary

Rockland Scientific is seeking an Operations Assistant to join our team. The Assistant provides support in the supply chain, data acquisition and manufacturing processes.

Position Qualifications & Requirements

- 1 year of experience is required in assisting and supporting operation procedures.
- Proficient with MS Office and Teams.

Duties and Responsibilities

- 1. Supporting the Supply Chain:**
 - Conducting inventory counts and maintaining accurate records.
 - Organizing and optimizing the supply chain workflow for efficiency.
- 2. Data Acquisition and Analysis:**
 - Performing data entry into spreadsheets to ensure accurate and up-to-date information.
 - Assist in the ERP implementation, testing and ongoing maintenance.
- 3. Manufacturing of Technical Devices:**
 - Engaging in production tasks such as cutting wires, counting screws, and assisting in basic assembly processes.

4. **Administrative Management:**
 - Providing support in production organization.
 - Assisting in various administrative tasks to ensure smooth operations.
5. **Setting up Production Facilities:**
 - Playing a key role in moving and arranging furniture to set up production facilities.
 - Collaborating with the team to create an efficient and ergonomic workspace.

Working conditions

- Assisting with inventory may require standing for longer periods of time.
- Lifting items up to 15 kg.

What we offer

- Temporary employment, full-time position (30 – 40 hours per week)
- Salary ranges from \$41,600- \$49,920 annually, based on experience and technical skill level.
- Opportunities to take part in job-related training

Apply

If you are interested in applying, please send your resume and cover letter to the email: hr@rocklandscientific.com with the subject line “Operations Assistant”.