|  |
| --- |
| Job Title: **Associate Producer** |
| Reference: **ENG-036** |
| Date: **August 12, 2022** |

**About EERS**

Founded in 2014, EERS Global invents, designs and tests in-ear advanced technologies to accelerate go-to-market of game-changing products. Our cutting-edge technology augments the human experience in communication in challenging situations, hearing protection, biometric and wellness monitoring, brain computer interfacing, and is repeatedly validated in the field and some have become an ANSI [Standard](https://www.semanticscholar.org/paper/Hearing-protector-fit-testing-and-the-new-ANSI-Voix/c1e34eafd1cefb7d9cc77831ec7aaa231943ea77#extracted).

Through co-development partnership, we bring a stream of new products to market. Beyond prototyping, we produce actual scalable, easily transferable, manufacturable product taking the development execution risk out of the equation.

A global centre of excellence in research in acoustics, audio and biosignal processing, in-ear technologies and product development, we attract high-caliber scientists and engineers to our team. Our head office is located in the heart of downtown Montreal. We offer competitive salaries as well as a great team environment. EERS Global is an equal-opportunity employer committed to diversity.

**Job Description**

Reporting to the Senior Producer, Director of Logistics, the **Associate Producer** will work as part of a production team that is tasked with implementing and administering a workflow management system at EERS. This work is centered on organizing work into defined packages and moving it through a corporate gate process. The result is that company resources are prioritized and organized on approved or ‘Greenlit’ work. The goal being, organized predicable operations.

To execute this mandate effectively, the Department must work closely with senior management, stakeholders, and department heads support their efforts to create accurate project charters and execution plans. A high degree of analysis and project planning, problem solving is requisite.

Finally, the department must diligently track the progress of work (through tickets) against plan and identify and find solutions for impediments before they impact schedule. Optimally, resolution is limited to problem identification, suggestion, and delegation. In some cases, solving the problem will require members of the Department taking short term action or responsibility for a specified special mandate.

In short, the team is tasked with making sure ensuring that approved corporate projects are organized and run smoothly, completed on time, and on budget.

The candidate will be asked to keep the company current with best Agile and ClickUP practices. This will require participating in third party training courses and certifications.

**Duties and Responsibilities**

The successful candidate’s primary responsibilities are as follows:

* Customize ClickUp Structure and features to support corporate needs
* Drive corporate adoption of the system
* Develop, maintain, and work on a list of continuous improvements to make ClickUP the most efficient tool possible.
* Support definition and planning initiatives of senior management, stakeholders and department heads.
* Support the use and refinement of the EERS Production process
* Work with the department to Coordinate and make sure that they organize Company work flow into work package (Sprints).
* Keep ClickUp tickets curated and complete (scoped and organized).
* Support Department Heads in their effort to have their team execute the plan (meetings and ticket follow up, meeting notes)
* Keep internal alignment on plan status with senior management, department heads, and staff.
* Develop and recommend proposed solutions and delegation plans.
* Execute special defined assignments when authorized
* Maintain training on Best Practices for Agile Management and ClickUP in collaboration with senior management and department heads.
* Establish workflow metrics in collaboration with senior management and department heads.
* Execute and communicate results from regularly prescribed retrospectives.

The foregoing list may be adjusted by mutual consent.

**Education and work experience**

* Bachelor’s degree or certification in Project Management or equivalent experience.

**Minimum Knowledge, Skills & Abilities:**

* Effective written and verbal skills in English and French
* Technology Savvy and Agile Management; good knowledge of project management software. Knowledge of Click-Up and Harvest are considered an asset.
* Excellent people and communication skills: ability to accept directions, provide and receive constructive feedback
* Proficiency with the Microsoft Office Suite (Word, Excel, Outlook)
* Excellent analytical and problem-solving skills
* Strong time management and organizational skills; ability to handle multiple tasks, be punctual, and respect deadlines
* Ability to work both autonomously and collaboratively as part of multi-disciplinary teams
* Self-motivated, proactive and focused

Please send your cover letter, a CV or resume, and contact information for two references to [jobs@eers.ca](mailto:jobs@eers.ca) OR submit them through our [EERS Career platform](https://www.eers.ca/jobs).